



सरकारी गजट, उत्तराखण्ड

उत्तराखण्ड सरकार द्वारा प्रकाशित

रुड़की

खण्ड-21] रुड़की, शनिवार, दिनांक 07 मार्च, 2020 ई0 (फाल्गुन 17, 1941 शक सम्वत्) [संख्या-10

विषय-सूची

प्रत्येक भाग के पृष्ठ अलग-अलग दिये गए हैं, जिससे उनके अलग-अलग खण्ड बन सकें

विषय	पृष्ठ संख्या	वार्षिक चन्द्रा
सम्पूर्ण गजट का मूल्य ...	—	रु0 3075
भाग 1-विज्ञप्ति-अवकाश, नियुक्ति, स्थान-नियुक्ति, स्थानान्तरण, अधिकार और दूसरे वैयक्तिक नोटिस	171-173	1500
भाग 1-क-नियम, कार्य-विधियां, आज्ञाएं, विज्ञप्तियां इत्यादि जिनको उत्तराखण्ड के राज्यपाल महोदय, विभिन्न विभागों के अध्यक्ष तथा राजस्व परिषद् ने जारी किया	151-197	1500
भाग 2-आज्ञाएं, विज्ञप्तियां, नियम और नियम विधान, जिनको केन्द्रीय सरकार और अन्य राज्यों की सरकारों ने जारी किया, हाई कोर्ट की विज्ञप्तियां, भारत सरकार के गजट और दूसरे राज्यों के गजटों के उद्धरण	—	975
भाग 3-स्वायत्त शासन विभाग का क्रोड़-पत्र, नगर प्रशासन, नोटीफाइड एरिया, टाउन एरिया एवं निर्वाचन (स्थानीय निकाय) तथा पंचायतीराज आदि के निदेश जिन्हें विभिन्न आयुक्तों अथवा जिलाधिकारियों ने जारी किया	—	975
भाग 4-निदेशक, शिक्षा विभाग, उत्तराखण्ड	—	975
भाग 5-एकाउन्टेन्ट जनरल, उत्तराखण्ड	—	975
भाग 6-बिल, जो भारतीय संसद में प्रस्तुत किए गए या प्रस्तुत किए जाने से पहले प्रकाशित किए गए तथा सिलेक्ट कमेटियों की रिपोर्ट	—	975
भाग 7-इलेक्शन कमीशन ऑफ इण्डिया की अनुविहित तथा अन्य निर्वाचन सम्बन्धी विज्ञप्तियां	—	975
भाग 8-सूचना एवं अन्य वैयक्तिक विज्ञापन आदि	109	975
स्टोर्स पर्चेज-स्टोर्स पर्चेज विभाग का क्रोड़-पत्र आदि	—	1425

भाग 1

विज्ञापित-अवकाश, नियुक्ति, स्थान-नियुक्ति, स्थानान्तरण, अधिकार और दूसरे वैयक्तिक नोटिस

न्याय अनुभाग-1

अधिसूचनानियुक्ति

07 फरवरी, 2020 ई0

संख्या 04/नो0एल0/XXXVI-A-1/2020-11 नो0एल0/2010-नोटरी अधिनियम, 1952 (अधिनियम संख्या-53, सन् 1952) की धारा-3 के अधीन शक्ति का प्रयोग करके मा0 राज्यपाल, श्री भरत चन्द्र, अधिवक्ता को दिनांक 07-02-2020 से अग्रेत्तर पाँच वर्ष की अवधि के लिये जिला मुख्यालय नैनीताल में नोटरी नियुक्त करते हैं और नोटरीज रूल्स 1956 के नियम-8 के उपनियम (4) के अधीन शक्ति का प्रयोग करके यह भी निदेश देते हैं कि श्री भरत चन्द्र का नाम उक्त अधिनियम की धारा-4 के अधीन रखे गये नोटरी पंजिका में प्रविष्ट किया जाय।

In pursuance of the provisions of Clause (3) of Article 348 of the Constitution, the Governor is pleased to order the publication of following English translation of Notification No. 04/No-L/XXXVI-A-1/2020-11 No-L/2010, dated February 07, 2020.

NOTIFICATIONAppointment

February 07, 2020

No. 04/No-L/XXXVI-A-1/2020-11 No-L/2010--In exercise of the powers conferred by Section 3 of the Notaries Act, 1952 (Act No-53 of 1952), the Governor is pleased to appoint Mr. Bharat Chandra, Advocate as Notary for a period of five years with effect from 07-02-2020 for District Headquater Nainital and in exercies of the powers conferred by sub-rule (4) of rule 8 of Notaries Rules, 1956 also directs that the name of Mr. Bharat Chandra be entered in the register of Notaries maintained under Section 4 of the said Act.

अधिसूचनानियुक्ति

07 फरवरी, 2020 ई0

संख्या 05/नो0एल0/XXXVI-A-1/2020-11 नो0एल0/2010-नोटरी अधिनियम, 1952 (अधिनियम संख्या-53, सन् 1952) की धारा-3 के अधीन शक्ति का प्रयोग करके मा0 राज्यपाल, श्री नितेन्द्र प्रसाद, अधिवक्ता को दिनांक 07-02-2020 से अग्रेत्तर पाँच वर्ष की अवधि के लिये जिला मुख्यालय नैनीताल में नोटरी नियुक्त करते हैं और नोटरीज रूल्स 1956 के नियम-8 के उपनियम (4) के अधीन शक्ति का प्रयोग करके यह भी निदेश देते हैं कि श्री नितेन्द्र प्रसाद का नाम उक्त अधिनियम की धारा-4 के अधीन रखे गये नोटरी पंजिका में प्रविष्ट किया जाय।

आज्ञा से,

प्रेम सिंह खिमाल,

सचिव, न्याय एवं विधि परामर्शी।

In pursuance of the provisions of Clause (3) of Article 348 of the Constitution, the Governor is pleased to order the publication of following English translation of Notification No.05/No-L/XXXVI-A-1/2020-11 No-L/2010, dated February 07, 2020.

NOTIFICATION

Appointment

February 07, 2020

No. 05/No-L/XXXVI-A-1/2020-11 No-L/2010--In exercise of the powers conferred by Section 3 of the Notaries Act, 1952 (Act No-53 of 1952), the Governor is pleased to appoint Mr. Netendra Prasad, Advocate as Notary for a period of five years with effect from 07-02-2020 for District Headquater Nainital and in exercises of the powers conferred by sub-rule (4) of rule 8 of Notaries Rules, 1956 also directs that the name of Mr. Netendra Prasad be entered in the register of Notaries maintained under Section 4 of the said Act.

By Order,

PREM SINGH KHIMAL,
Secretary, Law-cum-L.R.



सरकारी गजट, उत्तराखण्ड

उत्तराखण्ड सरकार द्वारा प्रकाशित

रुड़की, शनिवार, दिनांक 07 मार्च, 2020 ई0 (फाल्गुन 17, 1941 शक सम्वत्)

भाग 1-क

नियम, कार्य-विधियां, आज्ञाएं, विज्ञप्तियां इत्यादि जिनको उत्तराखण्ड के राज्यपाल महोदय, विभिन्न विभागों के अध्यक्ष तथा राजस्व परिषद् ने जारी किया

HIGH COURT OF UTTARAKHAND AT NAINITAL

NOTIFICATION

January 10th, 2020

No. 15/UHC/Admin.A/2020—In exercise of the powers conferred by Article 227 (2)(3) of the Constitution of India, the High Court of Uttarakhand, Nainital, with the approval of the Governor of Uttarakhand, is pleased to make the following amendments in General Rules (Civil), 1957 and General Rules (Criminal), 1977 (applicable to High Court of Uttarakhand under U.P. Reorganization Act, 2000):

Amendments in General Rules (Civil), 1957 and in General Rules (Criminal), 1977.

The following amendments are made in General Rules (Civil), 1957 and in General Rules (Criminal),

1977:-

Amendments in General Rules (Civil), 1957

S. No.	Existing Rules	Amendments												
1.		<p>Add: following definitions in Rule 4:</p> <p>'Civil Court'- shall mean all such Civil Courts including Family Courts under the superintendence of the High Court of Uttarakhand.</p> <p>'CIS'- means Case Information System Software</p> <p>'Computer' shall have the same definition as provided in Section 2(l) of the Information Technology Act, 2000</p> <p>'Computer System'- shall have the same definition as provided in Section 2(l) of the Information Technology Act, 2000</p> <p>'Digital Signature' -shall have the same definition as provided in Section 2(p) of the Information Technology Act, 2000</p> <p>'Electronic form' shall have the same definition as provided in Section 2(r) of the Information Technology Act, 2000</p> <p>'Electronic record' shall have the same definition as provided in Section 2(t) of the Information Technology Act, 2000</p> <p>'Electronic Signature'- shall have the same definition as provided in Section 2(ta) of the Information Technology Act, 2000</p>												
2.	<p>Rule No. 14 - A register of attendance in the form subjoined shall be kept by every Judge in his own hand and shall be signed by him at the end of each month:</p> <p>Provided that in the case of change during the month the officer relieved and the relieving officer shall respectively sign their own registers up-to-date. The District Judge shall forward a true copy of his own register to the High Court at the end of each month and shall also report if the subordinate courts have observed court hours during the month. The registers of all subordinate courts at headquarters shall be submitted to District Judge by 10.35 a.m. each day and the true copies of registers of outlying courts shall be submitted to the District judge at the end of each month. The District judge may pass necessary orders about the timings observed by subordinate courts and shall forward such registers or their copies to the High Court only if he considers it necessary.</p> <p style="text-align: center;">Register of daily sittings</p> <p>In the court of</p> <table><tr><td>Month of</td><td colspan="3">A.D</td></tr><tr><td>Date</td><td>On the Bench</td><td>In Chamber</td><td>Remarks</td></tr><tr><td></td><td></td><td></td><td></td></tr></table>	Month of	A.D			Date	On the Bench	In Chamber	Remarks					<p>In Rule 14, after the first proviso following is added:</p> <p>'Attendance recorded by Biometric Attendance System shall also be valid and above Rule pertaining to attendance register shall apply <i>mutatis mutandis</i> to the printed sheet from Biometric Attendance System.'</p>
Month of	A.D													
Date	On the Bench	In Chamber	Remarks											

3.	<p>Rule No. 16 - A weekly list, in the form subjoined, of cases fixed for hearing, prepared in legible Hindi and signed by the Munsarim of the court, shall be posted on the last working day of the previous week in some conspicuous place in every court-house. In the preparation of such list precedence shall be given to cases which are at hearing or have been already adjourned, and the order in which cases are entered shall not be departed from without express order of the presiding Judge of the court.</p> <p>Space shall be left in the list, at the head of the entries of each day for the subsequent insertion, if necessary, or adjourned cases.</p> <p>In the fourth column it shall be noted in regard to each case for what purpose it is to be laid before the court; whether, for instance, for settlement of issues or final disposal or for delivery of judgment.</p> <p style="text-align: center;">FORM</p> <p>Date, Month and year.....</p> <table><tr><td>Name of Description Purpose Of Case</td><td>Name of Parties</td><td>Name of Parties Lawyer</td></tr><tr><td colspan="3"></td></tr></table> <p>N.B.- The maintenance of Memorandum Book Form Nos. 77, 78 and 79 does not obviate the necessity of complying with this rule.</p>	Name of Description Purpose Of Case	Name of Parties	Name of Parties Lawyer				<p>In Rule 16, after the words 'legible Hindi', following words are added:</p> <p>'or cause list generated through CIS software'</p>																		
Name of Description Purpose Of Case	Name of Parties	Name of Parties Lawyer																								
4.	<p>Rule No. 16 - A weekly list, in the form subjoined, of cases fixed for hearing, prepared in legible Hindi and signed by the Munsarim of the court, shall be posted on the last working day of the previous week in some conspicuous place in every court-house. In the preparation of such list precedence shall be given to cases which are at hearing or have been already adjourned, and the order in which cases are entered shall not be departed from without express order of the presiding Judge of the court.</p> <p>Space shall be left in the list, at the head of the entries of each day for the subsequent insertion, if necessary, or adjourned cases.</p> <p>In the fourth column it shall be noted in regard to each case for what purpose it is to be laid before the court; whether, for instance, for settlement of issues or final disposal or for delivery of judgment.</p> <p style="text-align: center;">FORM</p> <p>Date, Month and year.....</p> <table><tr><td>Name of Description Of Case</td><td>Name of Parties</td><td>Name of Parties Lawyer</td><td>Purpose</td></tr><tr><td colspan="4"></td></tr></table> <p>N.B.- The maintenance of Memorandum Book Form Nos. 77, 78 and 79 does not obviate the necessity of complying with this rule.</p>	Name of Description Of Case	Name of Parties	Name of Parties Lawyer	Purpose					<p>After Rule 16, following new Rule 16A is added:</p> <p>'16A. Any information or any other matter required by law to be in writing or typewritten or in printed form shall be deemed to be valid and requirement of law shall be deemed to have been satisfied if such information or matter is rendered or made available in an electronic form and accessible so as to be usable for a subsequent reference.'</p>																
Name of Description Of Case	Name of Parties	Name of Parties Lawyer	Purpose																							
5.	<p>Rule No. 18A - [The reader shall maintain a diary in the form prescribed below. The diary will be kept in the court-room and be available to parties and their counsel for inspection.]</p> <p style="text-align: center;">FORM</p> <p>Date, Month and year.....</p> <table><tr><td>Case No.</td><td>Name of Parties</td><td>Counsel's Name</td><td>Purpose</td><td>Date fixed in adjourned cases</td><td>Remarks</td></tr><tr><td>1.</td><td>2.</td><td>3.</td><td>4.</td><td>5.</td><td>6.</td></tr><tr><td colspan="6"></td></tr><tr><td colspan="6"></td></tr></table>	Case No.	Name of Parties	Counsel's Name	Purpose	Date fixed in adjourned cases	Remarks	1.	2.	3.	4.	5.	6.													<p>In Rule 18A, following words are added after the words 'prescribed below':</p> <p>'in legible handwriting. The upto-date cause list printed through CIS software shall also be valid.'</p>
Case No.	Name of Parties	Counsel's Name	Purpose	Date fixed in adjourned cases	Remarks																					
1.	2.	3.	4.	5.	6.																					

6.	<p>Rule No. 19 - In every court-room there shall be hung up in a conspicuous place a notice setting forth in tabular form, the territorial an pecuniary jurisdiction of the court as notified by the State Government and the High Court. The Munsarim shall be responsible for the maintenance up-to-date of this table of jurisdiction.</p>	<p>In Rule 19, following words are added after the words 'place a notice'- 'either on a hard wooden board or vinyl sheet'</p>
7.	<p>Rule No. 72 - When the Presiding Officer of a Court considers it necessary to make a local inspection he shall invariably during the inspection or as soon as it is convenient thereafter, record a note to be placed on the file stating the purpose of the inspection all facts perceived or impressions received in the course thereof which are likely to affect his decision in the case. This note shall as far as possible be prepared in the presence of parties or their counsel. Where this is not possible the parties or their counsel shall be informed of it.</p> <p>¹[Where a Presiding Officer makes local inspection at the request of a party or parties he shall be entitled to receive traveling allowance at the rates mentioned below:</p> <p>(a) If the place of local inspection is less than ²[eight kilometres] from the head-quarters he shall be entitled to receive the actual expenses subject to a maximum of Rs. ²(2.00) for the first ²[kilometre] and ²[Re.1.00] for each succeeding ²[kilometres] on his certifying that they were actually incurred. ³(*)</p> <p>(b) If the place of local inspection is beyond ²[eight kilometers] he shall entitle to receive traveling allowance at the rate of Rs. ²(2.00) for the first ²[kilometer] and ²[Re. 1.00] for each succeeding kilometer.</p> <p>⁴[In case the Presiding Officer is subordinate to a District Judge, the T.A. Bill shall be Countersigned by the District Judge.]</p> <p>A Presiding Officer deciding to make a local inspection at the request of a party or parties shall require it or them to deposit in Court the amount of traveling expenses at the rate of ²[Rs. 1.00] for first ²[kilometers] and, ²[Rs.1.00] for each subsequent ²[kilometre]. If, in case of journeys within ²[eight kilometers] the amount of actual expenses of the officer is less than the amount deposited, the excess shall be refunded to the party or parties.</p> <p>The officer shall himself arrange for the conveyance for the journeys and shall, as far as possible, avoid the use of a conveyance offered by a party.</p> <p>The money deposited by a party under this rule shall be included in the costs incurred by it in the suit].</p> <p>⁵[Provided that in case of a journey in hill regions the aforesaid rates shall be increased by 33-1/3 per cent.</p> <p>Provided further that the amount shall be rounded off to the nearest multiple of five paise.]</p>	<p>In Rule 72, following is substituted in place of second paragraph:</p> <p>'Where a Presiding Officer makes a local inspection at the request of a party or parties, he shall be entitled to receive travelling allowance as per relevant Government Order issued by the State Government from time to time.'</p> <p>The fourth paragraph in this Rule is substituted by the following,</p> <p>'A Presiding Officer deciding to make a local inspection at the request of a party or parties shall require it or them to deposit in Court the amount of traveling expenses as per the relevant Government Order issued by the State Government in respect to travelling allowance. Excess amount, if any, shall be refunded to the party or parties.'</p> <p>1st and 11nd Proviso in Rule 72 is deleted.</p>

8.	<p>Rule No. 78 - A District Judge may appoint legal practitioners to administer oaths to declarants.⁶</p> <p>³[The fees chargeable by Oath Commissioners so appointed shall be ⁴[Rs. 1.50] for each affidavit for courts of Munsifs, Small Cause Courts and of Assistant Collectors and ⁴[Rs.2.00] for each affidavit for all other Courts ⁵[and Rs. 4.00 to each affidavit for the High Court.] The said fee shall be in addition to the stamp duty chargeable under Article 4 of the Schedule 'I-B' of the Indian Stamp Act].</p> <p>¹[Provided that the Superintendent-cum-Accountant of the office of the Official Liquidator, High Court, Allahabad who has been appointed as <i>ex officio</i> Oath Commissioner by the High Court for verifying the affidavits in liquidation cases pertaining to his office shall not be entitled to charge any fee for verification of such affidavits and the affixation of coupons on such affidavits is also dispensed with.]</p>	<p>In Rule 78, second paragraph is substituted with following paragraph:</p> <p>'The fees chargeable by Oath Commissioners so appointed shall be such as may be determined by the District Judge. The said fee shall in addition to the stamp duty chargeable under Article 4 of the Schedule 'I-B' of the Indian Stamp Act.'</p>
9.	<p>Rule No. 85 - (1) The Judge's notes are intended to be a record in English [or Hindi] of the progress of the suit or proceeding from the date of the first hearing of the suit or proceeding and to include every material order passed therein on any interlocutory matter, and shall also contain the issue framed. These notes shall be legible and complete.</p> <p>(2) The Judge's notes shall show how documents tendered in evidence have been dealt with, the admissions or denials thereof by the opposite party, whether such admissions or denials have been endorsed thereon by the said party, and, if any question of relevancy is raised the decision thereon.</p> <p>(3) All proceedings, notes, depositions, memoranda of evidence and reports shall be so recorded that a quarter margin is left.</p>	<p>In Rule 85, following words are added after the words 'legible and complete' in clause (1):</p> <p>'These notes may be typed and printed on a computer.'</p> <p>In clause (3), following words are added after the words 'so recorded':</p> <p>'either in clear and legible handwriting or typewritten or computer typed'</p>
10.	<p>Rule No. 89A - (1) When a case, i.e. a suit, appeal or other proceedings in which a date for attendance of a party or the parties in a particular court has been fixed, is transferred from one court to another, the former court shall record the order of transfer in the order-sheet and get it signed by counsel of the party or parties; if any party is unrepresented information shall be sent to his registered address. The case shall be called out by the other court on the date already fixed by the transferring court and the presence of the parties noted.</p> <p>(2) A note to the effect that a party or the parties have been informed in accordance with sub-rule (1) shall be made on the record by the transferring court.</p> <p>(3) Where cases are transferred in a large number the court from which they are transferred shall besides following the procedure laid down in sub-rule (1), draw up a list mentioning in it the numbers and years of the cases and the names of the parties and their counsel, and shall cause one copy of it to be posted on the notice-board of the local bar association for information of the members of the bar and another copy to be posted on the notice-board of the court for information of the general public. It shall also send to the other court along with the</p>	<p>In Rule 89-A, following words are added in clause (1) after the words 'registered address':</p> <p>The information to an unrepresented party or any party about the transfer of a case may be given by either by email on the email address provided or by system generated SMS on the mobile number provided.'</p> <p>In clause (3), following words are added after the words 'informed of the transfer':</p> <p>'as per the procedure given in this Rule.'</p>

	<p>records of the transferred cases, a copy of the list (or relevant extract of it); the other court shall post it on its own notice board. If the other court is situated in a different place in which there is another bar association, an extra copy of the list shall be sent to it for being posted on the notice-board of the bar association.</p> <p>(4) The court to which cases are transferred shall not proceed without satisfying itself that the parties or their counsel, as the case may be, have been informed of the transfer.</p> <p>(5) In sub-rules (1) to (4) 'transfer' includes withdrawal of a case.</p>	
11.	<p>Rule No. 90 - Judgment shall be on foolscap paper, one quarter page being left blank. To each judgment shall be prefixed a heading specifying the number of the case and the names of all the parties.</p> <p>No court shall write a judgment ²[or order] or final order on the order-sheet, or any paper already on the file, such as, pleadings, applications, objections etc:</p> <p>³[Provided that where the operative portion of the judgment is announced in open Court, soon after the close of the case, such operative portion may be written or typewritten on the order-sheet and signed and sealed.]</p> <p>A judgment ²[or order] may be written or type-written by the Judge, or may be recorded at his dictation; but every page of the record or a judgment, ²[or order] not in the handwriting of the Judge, shall be attested by the Judge's initials.</p>	<p>In Rule 90, following words are added in the fourth paragraph after the words 'type-written':</p> <p>'or computer typed and printed'</p> <p>After the fourth paragraph, following is added:</p> <p>'Every judgment upon pronouncement shall be uploaded on the CIS Software on the same day and shall be further uploaded on the National Judicial Data Grid on the same day. The judgment should be uploaded in Portable Document Format (PDF). The judgments shall also be uploaded on 'lobis' server on regular basis.'</p>
12.	<p>Rule No. 102 - (a) A party shall file with the plaint, memorandum of appeal, or an application requiring the issues of a summons/notice, a printed summons- notice form⁴ in duplicate, in the Nagri character, duly filled up except in respect of the date of appearance/ hearing and date of issue of the summons/ notice. The court may also direct a party in any proceeding to file a summons or notice filled up as above to be served on the opposite-party:</p> <p>Provided that the presiding officer may in his discretion direct that such forms in general or any particular such form be filled up entirely in the office of the court.</p> <p>(b) <i>Date to be filled by office.</i> - In summons and notices the date of appearance/ hearing and the date of issue shall be filled up by the office of the court and the presiding officer or the Munsarim, to whom such authority may have been delegated, shall sign the summons/ notice and also put the date of signature.</p> <p>(c) <i>Forms to be legibly written and signed by parties.</i> - The forms shall not be accepted unless filled up in a bold, clear and legible handwriting. The parties, their recognized agents or pleaders, shall sign the forms in the left bottom corner, and will be responsible for the accuracy of the information entered in the forms.</p> <p>(d) <i>Process to contain name of issuing court.</i> - In every process of order issued or made by a judicial officer, the names of the district, ¹[and the State] the court and the official issuing or making it, shall be legibly written at the top.</p>	<p>In Rule 102, following is added in clause (b) after the words 'legible handwriting':</p> <p>'or typewritten or computer typed and printed. The valid and existing mobile number, if any, or email address, if any, of the opposite party should also be mentioned clearly.'</p>

In all cases all judicial officers and Munsarims shall sign their names distinctly and legibly. No such signature shall be made by means of a stamp.

(e) *Forms of process*-2[There shall be two types of the forms of process, one printed on white paper to be used in ordinary cases and the other printed on pink paper to be used in urgent cases]. Where there are printed forms available for any process, such forms shall invariably be used. Where there is a prescribed form but no printed copies are available a process shall be written in the prescribed form, in cases where there is no prescribed form, a standard form, if possible, shall be modified to meet the requirements of the particular case.

(f) *When translation to accompany process sent to other courts*.- Where a process, is sent to the court of a district [of another State] where a different language is in ordinary official use, a translation, certified by the transmitting court to be correct, into such other language may [also accompany the process].

13. **Rule No. 134** - An attendance register of process-servers shall be kept and the roll shall be called every morning at 10.

Diaries of process-servers.- Every process-server shall keep a diary, containing a copy of this rule on the first page, in the following form wherein shall be recorded day by day in column 2 the time, period and purpose of his attendance in the Nazir's office for in Court, the duties performed, places visited by him together with the time spent therein, and stopping place for the night when away on duty from his headquarters; and in column 3, the signature of the Nazir, or of a Court, or of the lekhpal, or other respectable person of the places visited, as the case may be, in attestation of the contents of column 2.

Date	Particulars of work and time spent thereon	Signature of Nazir, lekhpal, etc.	(Signature of Nazir or other officer, acknowledging receipt of all sums of money refunded).	Remarks
1	2	3	3-A	4

In Rule 134, following is added after the proforma of diary of process-server:

'The valid mobile number or numbers of each of the Process Server should be available with the Nazir. The process server, as far as possible, shall click a photograph of the service of the process.'

14. **Rule No. 144** - The expression, "material event occurring in the case" used in the preceding rule shall, without prejudice to its generality, be held to include:-

- the filing of a plaint or written statement;
- the examination of parties under Order X, Rules 1 and 2;
- the recording or amendment of issue;
- the examination and names of witnesses;
- the reading of the deposition of a witness examined by commission;
- the filing of a Commissioner's report and any objection (oral or in writing) thereto;
- the presence of witness when a case is adjourned;
- the date on which arguments are heard with names of counsel and parties present;

In Rule 144, after the completion of the paragraph of the 'Note' following is added:

'Complete and correct data entries pertaining to the parties and the case, as required by the CIS software, shall be entered in the CIS software on daily basis.'

	<p>(i) the delivery of judgment;</p> <p>(j) the signing of decree;</p> <p>(k) the filing of an application for review of judgment or amendment of decree; and</p> <p>(i) an order relating to a deposit, and order for repayment thereof, or an order for issue of a repayment order.</p> <p>Note.- Upon receipt of an application for repayment, it will be necessary to consult the original record. If the original record is already in court, the entry will be made in the order-sheet of such record and initialed by the Judge; but if the original record is in the record-room and the procedure laid down in Rule 300 of Chapter XI has been followed, and entry of such order passed by the court shall be made by the record-keeper under his own initials.</p>	
15.	<p>Rule No. 146 - Order fixing dates or adjourned dates for hearing or directing anything to be done by the parties or their pleaders whether recorded in the order-sheet or elsewhere, shall so far so possible be signed then and there by the parties or their pleaders.</p>	<p>In Rule 146, following words are added after the end of the paragraph:</p> <p>'Information as to next date or/and order passed shall be sent to the parties by way of system generated SMS.'</p>
16.	<p>Rule No. 180 - Records shall be kept according to the date of the institution in the court of first instance, and not according to the date of the decision:</p> <p>Provided that, in the case of appeals to a civil court, from a court of revenue or any authority other than a civil court, the record of such appeals shall be kept according to the date of the presentation of the appeal in the civil court:</p> <p>Provided also that in the record-room in Avadh the arrangement of records arranged before the enforcement of these rules shall not be disturbed.</p>	<p>In Rule 180, the second proviso is deleted.</p>
17.	<p>Rule No. 202 - The following rules shall regulate the preparation, preservation and destruction of records in the record-room not situated at the headquarters of a District Judge, which will hereinafter be referred to as branch record-rooms:</p> <p>(1) The record of all suits instituted in and decided by the civil courts at places where there are branch record-room shall be kept in the branch record-room for 15 years from the date of institution, and at the end of this period they shall be transmitted for deposit to the record-room at headquarters of the judgship:</p> <p>Provided that-</p> <p>(i) in the branch record-rooms at Pilibhit, Mirzapur and Banda, the records shall be retained for 20 years from the date of institution and even at the end of this period they need not be transmitted to the record-rooms at the headquarters unless and until the later can easily accommodate them;</p>	<p>In Rule 202, the clause (i) of Proviso is deleted and the clause (ii) and (iii) are renumbered as (i) and (ii).</p>

	<p>(ii) records of suit instituted before the date of establishment of the branch record-rooms shall be dealt with as records to be deposited and kept in record-rooms at headquarters;</p> <p>(iii) no records of cases, instituted and decided by a court before the establishment of a branch record-room and already transmitted to the record-room at headquarters, shall be sent back to the branch record-room to be deposited there.</p> <p>(2) The rules relating to the preparation, transmission, preservation and destruction of records shall apply to the branch record-rooms from the date of their establishment.</p> <p>The rules regarding destruction of records shall be observed in the branch record-room so long as the records remain there, and only those records which are not destroyed in accordance with the rules will be transmitted to the record-room at headquarters at the end of the prescribed period.</p> <p>(3) A tablet shall be put at the entrance of each branch record-room with the inscription "Branch record-room established from (herewith follow the date of establishment)".</p>	
18.	<p>Rule No. 207 - When a record is requisitioned at the instance of a party a court-fee of 1[Rs. 5.00] shall be charged as in the case of inspection of records under Rule 234 of Chapter IX of these rules. In applications for refund, the procedure laid down in that rule will also be followed. This fee shall be in addition to the court-fee prescribed by the Court Fees Act, Schedule II, Article 1 (b), (c) or (d) an 1-A.</p>	<p>In Rule 207, the words 'five rupees' in first paragraph are substituted by the words 'ten rupees'.</p>
19.	<p>Rule No. 218 - The following instruction shall be observed in connection with the transmission of records to the High Court and with the transmission upon requisition of records from one court to another and from a record-room to a court and vice versa-</p> <p>(1) Except in the case provided for in paragraph (5) of this rule, records shall be sent either by parcel post registered or by passenger train. Those sent by parcel post shall be between July and November, securely packed in wax cloth and sealed along the seams at intervals of not more than four inches. Those sent by rail shall be carefully placed either in a gunny bag similarly sealed or in a well secured wooden box.</p> <p>(2) The postage and the registration fee in the cases of parcels sent by post shall be fully prepaid by means of postage stamps. Similarly in the case of parcels sent by rail the freight shall be prepaid.</p> <p>(3) No parcel sent by post shall include papers referring to more than once case. If papers referring to more than one case are enclosed in a parcel or box sent by rail, a list shall</p>	<p>In Rule 218, following clause 7 is added:</p> <p>7. Information of transmission of record from one Court to another shall also be sent through CIS software.</p>

	<p>always be placed in the box containing the number of each record or portion thereof and its weight as a separate parcel.</p> <p>(4) All parcels sent by post or by rail shall be weighed before dispatch in the presence of the Munsarim or record-keeper, as the case may be, and the weight noted outside.</p> <p>(5) When the court requiring a record, is in the same station, as the record-room, or the transmitting court, the record may be sent by Government messenger, but it shall be secured by seals in such a manner as to prevent the record being opened or transit without the seals being broken or the fastening served.</p> <p>(6) An acknowledgment shall be invariably required from the court to which a parcel containing a record has been sent and in the event of none being received within a reasonable time the matter shall be brought to the notice of the Presiding Officer, and an inquiry made to ascertain the cause.</p>	
20.	<p>Rule No. 224 - Any person desiring to ascertain the serial-number and date of institution of any suit or other registered particulars respecting a suit, or any proceedings therein, or of any judicial proceeding, shall present or sent by post to the Munsarims a written application stamped with a court-fee label of '[Rs. 5.00]' and giving the best particulars he can as to the year of institution and the names of parties. The Munsarim shall mark such application with a serial number and direct the official in-charge of the relevant register to make a search. The information, if obtainable, shall be given to the applicant in writing, signed by the official-in-charge of the register within three days from the date of the receipt of the application. In case such information cannot be given within three days, the Munsarim shall forthwith, on the expiration of the said period, report in writing to the Judge for his orders, the cause of the non-compliance with the application. A printed copy of this rule in Hindi shall be kept posted on the notice-board in a conspicuous place in every court, and also in the office of every Munsarim.</p> <p>After disposal the application for search shall be posted in a file-book in serial order. Each such file-book shall be consigned to the record-room at the end of each calendar year.</p>	<p>In Rule 224, the amount 'Rs. 5.00' is substituted with 'Rs.10.00'</p>
21.	<p>Rule No. 225 - In pending cases, it will be open to a party to obtain certain information by means of written questions and answers in Form No. VI-122. To this form must be affixed a court-fee label of '[50 paise]' for every two questions or less asked for pertaining to the same case.</p> <p>N.B.- In no circumstance shall the right conferred by this rule be so exercised as to be in substitution of the method of obtaining more detailed information by inspection of the record or by copies.</p>	<p>In Rule 225, the amount of '50 paise' is substituted with 'Rs. 5.00'</p>

22.	<p>Rule No. 246 - Every application for a copy shall be made in Form No. 27⁴ and shall describe clearly:</p> <ol style="list-style-type: none"> The record if any, in which the document, of which a copy is applied for will be found; The document⁵, of which a copy is applied for; Whether or not the application is urgent; and all other particulars required in Form No. 27 of the application for copies. <p>If the applicant desires the copy to be sent by post he shall also send-</p> <ol style="list-style-type: none"> a duly stamped and addressed post card to enable him to be informed of the extra charges to be paid, ⁶[or of other requirement to be complied with], if any, on his application for the copy; and in case the papers are to be sent by post, a duly stamped and addressed envelope. <p>Note 1. - If the extra charges are not paid within 15 days from the date of issue of notice the application for copy shall be rejected and the addressed envelope shall be used for informing the applicant of the order of rejection of his application for purpose of priority.</p> <p>⁶[Note 2. - If the particulars given in an application for copy are wrong and are not corrected within fifteen days from the date of issue of notice, the application shall be rejected and the applicant informed accordingly if he has already supplied a duly stamped and addressed post-card for the purpose. For purpose of priority in issuing copy an application with wrong particulars shall be deemed to have been made on the day on which corrected particulars are supplied]</p> <p>¹[Note 3. - For purpose of priority in issuing copy, an application with deficient copying fee shall be deemed to have been made on the date on which the deficiency is made good.</p>	<p>In Rule 246, after the words 'Form No. 27', words 'typed or printed' are added.</p> <p>In Rule 246, after the clause (2), following is added:</p> <p>'If the applicant desires the copy to be sent by email, he shall furnish a valid email address.'</p>
23.	<p>Rule No. 259 - When a copy has been made, it shall be signed by the person who made it, and it shall be examined, corrected, if necessary, and be certified to be a true copy by the Head Copyist. If the copy was made by the Head Copyist or the Head Copyist is unable to certify, it shall be examined, corrected, if necessary and certified to be a true copy by some other person selected by the Presiding Judge for that purpose.</p> <p>No copy of a document shall be so certified to be a true copy unless it shows correctly number of words therein, and also the value of the stamp, if any, in the original document.</p> <p>No copy shall be delivered to an applicant until it has been examined and certified.</p>	<p>In Rule 259, after the third paragraph, following is added:</p> <p>'Digitally Signed copies shall be sent to the applicant through electronic form including email.'</p>

24.	<p>Rule No. 270 - If, in any court, copying work falls off so that every copyist cannot be fully employed, the Head Copyist shall at once report to the District Judge, in the case of the court of the District Judge, through the Munsarim of that court, and in the case of any other court, through the Presiding Officer of the court. The District Judge shall thereupon hold in abeyance fresh appointments to his clerical establishment till such time as he considers necessary.</p>	<p>After Rule 270, following Rule is added: '270A. The above Rules pertaining to copying shall apply <i>mutatis mutandis</i> to applications requiring supply of certified copy by way of electronic form including email.'</p>
25.		<p>In Chapter XI- Civil Court Accounts, the words 'Civil and Sessions Judges', wherever occurring are substituted with 'Additional District and Sessions Judge and Civil Judge (Senior Division)'</p>
26.	<p>Rule No. 271 - In this Chapter, unless there is anything repugnant in the subject or context-</p> <p>"DISTRICT JUDGE" shall include the presiding Judicial Officer:</p> <ul style="list-style-type: none"> (a) in the permanent courts of Civil and Sessions Judges not stationed at the headquarters of a Judgeship. (b) in courts of Civil Judges having separate account with the treasury, and (c) in Courts of Small Causes, and the term "District Court" shall include the courts over which such officers preside, the term "court subordinate to the District Judge or District Court" meaning in such cases, all courts lower in grade than such Civil and Sessions Judges. <p>"JUDGES" includes every District Judge, Additional Judge, Civil and Sessions Judge posted in a Permanent Court, Civil Judge whose headquarters are situated in an outlying District, and the Judge of a Court of Small Causes;</p> <p>"RECEIVING OFFICER" means-</p> <ul style="list-style-type: none"> (i) the "Central Nazir" and the Deputy Nazir of the courts of District Judges; (ii) the Nazir of the permanent courts of Civil and Sessions Judges; (iii) the Nazir of an outlying Munsif or of a Civil Judge with headquarters in an outlying District, and the Nazir of the Court of Small Causes, Lucknow City; (iv) the clerk of the court in the Courts of Small Causes; <p>"TREASURY" means the treasury or sub-treasury of the revenue district or sub-district in which a civil court is situated.</p> <p>"TREASURY OFFICER" means the officer-in-charge of the treasury or sub-treasury of the revenue district or sub-district in which civil court is situated.</p>	<p>In Rule 271, after clause (b), following clause is added:</p> <p>(bb) - in Courts of Principal Judge/ Judge, Family Court created under the Family Courts Act, 1984'</p>

27.	<p>Rule No. 271 - In this Chapter, unless there is anything repugnant in the subject or context-</p> <p>"DISTRICT JUDGE" shall include the presiding Judicial Officer.</p> <p>(a) in the permanent courts of Civil and Sessions Judges not stationed at the headquarters of a Judgeship.</p> <p>(b) in courts of Civil Judges having separate account with the treasury, and</p> <p>(c) in Courts of Small Causes, and the term "District Court" shall include the courts over which such officers preside, the term "court subordinate to the District Judge or District Court" meaning in such cases, all courts lower in grade than such Civil and Sessions Judges:</p> <p>"JUDGES" includes every District Judge, Additional Judge, Civil and Sessions Judge posted in a Permanent Court, Civil Judge whose headquarters are situated in an outlying District, and the Judge of a Court of Small Causes;</p> <p>"RECEIVING OFFICER" means-</p> <p>{(i) the "Central Nazir" and the Deputy Nazir of the courts of District Judges;}</p> <p>(ii) the Nazir of the permanent courts of Civil and Sessions Judges;</p> <p>(iii) the Nazir of an outlying Munsif or of a Civil Judge with headquarters in an outlying District, and the Nazir of the Court of Small Causes, Lucknow City;</p> <p>(iv) the clerk of the court in the Courts of Small Causes;</p> <p>"TREASURY" means the treasury or sub-treasury of the revenue district or sub-district in which a civil court is situated.</p> <p>"TREASURY OFFICER" means the officer-in-charge of the treasury or sub-treasury of the revenue district or sub-district in which civil court is situated.</p>	<p>In Rule 271 (iii), the words 'Lucknow City' are deleted and after the words 'Small Causes' the words 'and Account Clerk of the Court of Principal Judge/ Judge, Family Court' are added.</p>
28.	<p>Rule No. 272 - The following courts shall have separate accounts with the Treasury and the Accountant-General:</p> <p>(i) the courts of all District Judges;</p> <p>(ii) the permanent courts of all Civil and Sessions Judges not stationed at the headquarters of a Judgeship;</p> <p>(iii) the Courts of Small Causes.</p>	<p>In Rule 272, clause (iv) is added:</p> <p>'(iv). The Family Courts.'</p>
29.	<p>Rule No. 273 - The following are the heads of account under which the money received and paid under this Chapter is classified:</p> <p>(1) Civil Courts Deposits and Repayments, including-</p> <p>(i) Sums paid under decrees and orders;</p> <p>(ii) Sums deposited under Order XX, Rule 14, and Order XXIV, Rule 1 of the Code, and Section 83 of the T.P. Act (No. IV of 1882);</p>	<p>In Rule 273 clause (3) sub-clause (i), the words 'Section 480 of Act V of 1898' are substituted with the words 'Section 345 (1) of Act 2 of 1974</p>

	<ul style="list-style-type: none"> (iii) Sums deposited under Order XXI, Rule 84, or paid under Order XXI, Rule 85; (iv) Sums deposited under Section 379 (1) of Act XXXIX of 1925; (v) Sums deposited in lieu of security; and (vi) Sums deposited under the Land Acquisition Act (I of 1894). <p>(2) Cash and proceeds of sale of intestate Property and Repayments.</p> <p>(3) Payments and refunds under-</p> <ul style="list-style-type: none"> (i) Fines, Section 480 of Act V of 1898; (ii) Stamp duties and penalties, Section 35 of Act II of 1899. <p>(4) Petty cash accounts, including-</p> <ul style="list-style-type: none"> (i) Traveling and other expenses of witnesses; (ii) Subsistence money for judgment-debtors; (iii) Sums paid under the rules framed by the State Government under Section 27 of Act XVIII of 1876 and Order XXI, Rule 43; (iv) Incidental charges of Commissioners, Amins and Arbitrator, etc.; (v) Commission fees received from or for others courts; (vi) Postage and registration fees (other than fixed postal fees); (vii) Costs of publication of proclamations and others; (viii) Carriage hire for the Bailiff Small Causes Court, City Lucknow for service of process and execution of warrants of arrest; (ix) Copying charges received by money order under these rules; and (x) Money deposited by a party or parties applying for local inspection by the Presiding Officer towards his traveling and other expenses. 	
30.	<p>Rule No. 273 - The following are the heads of account under which the money received and paid under this Chapter is classified:</p> <p>(1) Civil Courts Deposits and Repayments, including-</p> <ul style="list-style-type: none"> (i) Sums paid under decrees and orders; (ii) Sums deposited under Order XX, Rule 14, and Order XXIV, Rule 1 of the Code, and Section 83 of the T.P. Act (No. IV of 1882); (iii) Sums deposited under Order XXI, Rule 84, or paid under Order XXI, Rule 85; (iv) Sums deposited under Section 379 (1) of Act XXXIX of 1925; (v) Sums deposited in lieu of security; and (vi) Sums deposited under the Land Acquisition Act (I of 1894). 	<p>In Rule 273 (4) (vii), the words 'City Lucknow' are deleted.</p>

	<p>(2) Cash and proceeds of sale of intestate Property and Repayments.</p> <p>(3) Payments and refunds under-</p> <p>(i) Fines, Section 480 of Act V of 1898;</p> <p>(ii) Stamp duties and penalties, Section 35 of Act II of 1899.</p> <p>(4) Petty cash accounts, including-</p> <p>(i) Traveling and other expenses of witnesses;</p> <p>(ii) Subsistence money for judgment-debtors;</p> <p>(iii) Sums paid under the rules framed by the State Government under Section 27 of Act XVIII of 1876 and Order XXI, Rule 43;</p> <p>(iv) Incidental charges of Commissioners, Amins and Arbitrator, etc.;</p> <p>(v) Commission fees received from or for others courts;</p> <p>(vi) Postage and registration fees (other than fixed postal fees);</p> <p>(vii) Costs of publication of proclamations and others;</p> <p>(viii) Carriage hire for the Bailiff Small Causes Court, City Lucknow for service of process and execution of warrants of arrest;</p> <p>(ix) Copying charges received by money order under these rules; and</p> <p>(x) Money deposited by a party or parties applying for local inspection by the Presiding Officer towards his travelling and other expenses.</p>	
31.	<p>Rule No. 276 - In the case of remittance of money from one court to another by postal money-order, the title of case and the nature of the remittance shall be entered in the coupon, all the requisite entries in the form of application for the money-order being prepared free of charge by the Receiving Officer. The money-order shall be addressed to the Munsarim of a District Court, or the clerk or a Court of Small Causes, and in other cases to the Presiding Judge.</p>	<p>In Rule 276, the words 'Family Court' are added after the words 'District Court'</p>
32.	<p>Rule No. 277 - Direct receipts of money which fall under head of Account (1) of Rule 273 shall, as far as possible, be avoided by courts, but where the distance between the court and the treasury is such that, in the opinion of the District Judge, inconvenience to applicants would arise, he may sanction the receipt by the Receiving Officer of cash deposits not exceeding Rs. 50 each:</p> <p>Provided that where remittances to the nearest sub-treasury are not made daily by the Receiving Officer of any court, the limit of cash receivable under a single deposit shall be Rs. 10.</p> <p>Cash, however, must be received when tendered under Head of Account (1) in the following cases:</p> <p>(1) When the court is over 5 miles from the nearest treasury.</p>	<p>In Rule 277, the figure of Rs. 50 in first paragraph is substituted with Rs. 1000/- and the figure of Rs. 10 in Proviso is substituted with Rs. 200/-</p>

(2) When the money is payable into court under any of the following provisions of law namely, Section 55, Order XX, Rules 11 and 14, and Order XXI, Rules 84 and 85 of the Code, and Section 379 (1) of Act XXXIX of 1925, and is tendered after the hour prescribed in Rule 279.

(3) When the proceeds of movable property, sold in execution through the officer of a civil court, under Order XXI, Rule 77, cannot be paid into the treasury on the day of sale.

Repayments of money falling under Head of Account (1) shall be made through the treasury.

N.B.- Also consult Appendix XVII of Financial Hand Book, Volume V, Part 1.

33. Rule No. 280 - The following registers shall be kept under these rules:

¹[(1) The Central Nazir and the Deputy Central Nazir shall keep for each court for which he is Receiving Officer, a separate set of the following registers:

Register of Receipts and Deposits (Form No. 35).

Register of Repayments of Deposits (Form No. 37).

Register of Fines, Stamp-duty and Penalties realized (Form No.

39).

Cash-book (Form No. 41).

Pass-book (Form No. 42).

Register of Petty Receipts and Repayments (Form No. 43).

In addition to the above, ¹[the Central Nazir shall keep] for all

Courts

one single Register of Intestate Property (Form No. 40)].

(2) Such Officer of his court as the Judge of the District Court may appoint shall keep in Hindi:

(a) For the District Court and all the courts subordinate to the District Court, a single set of the following registers:

Register of Receipts of Deposits (Form No. 36).

Register of Repayments of Deposits (Form No. 38).

(b) For the District Court only Cash-book.

(3) The following registers shall be kept by clerks of Courts of Small Causes:

Register of Receipts and Deposits (Form No. 35).

Register of Repayments of Deposits (Form No. 37).

Register of Fines, Stamp-duty and Penalties Realized (Form No. 39).

Register of Petty Receipts and Repayments (Form No. 43).

Cash-book (Form No. 41).

Pass-book (Form No. 42).

The same registers shall be maintained in outlying Munsif's Courts; the Register of Receipts of Deposits by the Munsarim, the other registers, the Cash-book and the Pass-book by the Nazir.

In Rule 280, the words 'account Clerk of Family Court' are added after the words 'Deputy Central Nazir'

34.	<p>Rule No. 296 - Before the form of application for repayment is signed by the person to whom the money is due and payable, columns 1 to 4 shall be filled up. The form shall then be presented to the Munsarim or clerk of the court by which the money is held in deposit. The application shall bear the court-fee, if any, prescribed by law (see note to Rule 295), and shall be entered in a register to be maintained as directed in G.L. 16/44-7 (1) of 17-3-1937.</p> <p>If the person to whom the money is due and payable appears in person to receive the money and is not personally known to the Presiding Judge, no order for payment shall be made until he has been identified by a pleader or other person known to such Judge. If the person to whom the money is due and payable does not appear in person no order for payment shall be made unless and until the Presiding Judge is satisfied by affidavit or otherwise that the person asking for payment has been duly authorized by the person to whom it is due payable by an instrument in writing to receive the money.</p> <p>Provided that, when the sum to be refunded does not exceed Rs. 500, the applicant may add to the application a request that the amount <i>minus</i> postal commission, may be forwarded by money-order to him at the address that he has registered as his address for the purpose of the service of processes under Order VIII, Rule 19.</p> <p>[A money-order form shall for the purpose, be supplied by the applicant].</p>	<p>In Rule 296, the figure of Rs. 500 in the proviso is substituted with Rs. 5,000/-</p>
35.	<p>Rule No. 316 - The daily totals of all the registers shall at the close of the day be posted in cash book. Column 4 shall show the cash receipts of the Receiving Officer, and column 8 shall show his remittances to the treasury by means of the Pass-book. Columns 5 and 9 shall be confined to transaction at the treasury.</p> <p>The Cash-book of the District Court shall show all the receipts and disbursement of that court, and also all the receipts and repayment of deposits of all the subordinate courts other than a Court of Small Causes in that revenue district. The closing balance of each month in column 9 shall correspond with that shown in the treasury accounts and in the consolidated Plus and Minus Memorandum.</p> <p>The Cash-book maintained by the Central Nazir shall contain all items, including deposits received and disbursed by the courts, for which he is a Receiving Officer; and shall daily be separate balanced for each court.</p> <p>In the last column of the Cash-book, kept for the District Court and for court subordinate to the District Court other than such Courts of Small Causes as aforesaid, shall be shown each day the total cash balance for all courts in the hands of the Receiving Officer in order that the Judge may have in a single view a statement* of all the money in the Receiving Officer's possession. The same procedure shall be followed, as far as applicable, in the case of the Courts of Small Causes at Agra, Allahabad, Varanasi, Kanpur, Lucknow and Meerut.</p>	<p>In Rule 316, 323 and 331, the words 'Agra, Allahabad, Varanasi, Kanpur, Lucknow and Meerut' are deleted.</p>

	<p>Rule No. 323 - As soon as the District Judge has received the monthly returns from outlying subordinate courts, he shall cause a consolidated Plus and Minus Memorandum to be prepared, showing details for each court separately. The officer copy shall be forwarded to the Treasury Officer for verification and counter-signature; and, after its return, it shall be pasted in a file-book kept for the purpose.</p> <p>The Presiding Judges of the Courts of Small Causes at Agra, Allahabad, Varanasi, Kanpur, Lucknow and Meerut shall also forward to the Treasury Officer for verification and signature a Plus and Minus Memorandum for their respective courts; and after such Plus and Minus Memorandum is returned, it shall be pasted in a file-book kept for the purpose.</p> <p>Rule No. 331 - On or about 1st April of each year every subordinate court, other than the Courts of Small Cause at Agra, Allahabad, Varanasi, Kanpur, Lucknow and Meerut, shall submit the clearance register, prepared in accordance with the instruction contained in paragraph 349 of the Financial Hand book, Volume V, Part I, to the District Judge, who shall cause to be prepared in his office a general clearance register of the outstanding balances of deposits in such courts and in his own court, and shall have the same checked with the English Registers.</p> <p>On the clearance register a certificate to the effect that total of lapsed and clearance has been taken with closing balance should be recorded (<i>vide Treasury Manual</i>)</p> <p>When the statement is complete it shall be submitted to the Accountant General.</p> <p>Similarly the Presiding Judges of the Small Cause Courts at Agra, Allahabad, Varanasi, Kanpur, Lucknow and Meerut shall cause clearance register of outstanding balance of deposits in their courts to be prepared, checked and submitted to the Accountant-General.</p>	
36.	<p>Rule No. 326 - Once in every quarter the Presiding Judge shall check the Register of Petty Receipts and Repayments and shall cause unclaimed balance, which it is no longer necessary to retain in the court, to be remitted to the treasury as miscellaneous deposits. Each item so remitted shall be treated as a separate deposit, and if not claimed, shall lapse to Government.</p> <p>The result to the quarterly check by the Presiding Judge under this rule shall be reported for the information and orders of the District Judge.</p> <p><i>Checking of cash balance</i> Once in every week the Munsarim of the Court of the District Judge and the Munsarim of every outlying subordinate court shall examine the cash balance in the hands of the Nazir and shall submit to the Presiding Judge a certificate in the following terms:-</p> <p><i>I certify that I have personally examined the register kept by the Nazir and counted the cash balance in hands of the Receiving Officer and have found the same to be correct.</i></p>	<p>In Rule 326, the words 'or Account Clerk' are added after the words 'Nazir' in the 3rd paragraph and in the form of the certificate.</p>

37.	<p>Rule No. 343 - The accounts for the courts at the headquarters of the District Judge or of the 2[Additional District and Sessions Judge] where there is no District Judge shall be kept by the Central Nazir, and for outlying subordinate courts by the Nazir, under the supervision of the Presiding Judge.</p> <p>In the courts of Munsifs of Kashipur, Ranikhet, ¹[* * *] and Landsdowne the account shall be kept by the Munsarim and not by Nazir:</p> <p>²[Provided that till such time as the District Judge of Uttarkashi is formed as an independent Judgeship, the bills in respect of the District of Uttarkashi shall be submitted to the District Judge of Tehri].</p>	In Rule 343, the words 'and Accounts Clerk' are added after the words 'Nazir'.
38.	<p>Rule No. 343 - The accounts for the courts at the headquarters of the District Judge or of the 2[Additional District and Sessions Judge] where there is no District Judge shall be kept by the Central Nazir, and for outlying subordinate courts by the Nazir, under the supervision of the Presiding Judge.</p> <p>In the courts of Munsifs of Kashipur, Ranikhet, ¹[* * *] and Landsdowne the account shall be kept by the Munsarim and not by Nazir:</p> <p>²[Provided that till such time as the District Judge of Uttarkashi is formed as an independent Judgeship, the bills in respect of the District of Uttarkashi shall be submitted to the District Judge of Tehri].</p>	In Rule 343, the Proviso is deleted.
39.	<p>Rule No. 350 - The value of service postage stamps shall be adjusted by book transfer* ¹instead of by cash.</p> <p>District Judges shall obtain their supplies of these stamps for the use of courts at headquarters by means of treasury Form No. 314 from the Treasury Officer of the district.</p> <p>Outlying courts shall obtain their supplies by indenting on the prescribed form on the treasuries or sub-treasuries at the places where their respective courts are located. The details of labels used shall continue to be shown in the register of contingent charges (Form No. 60) for inclusion in register (Form No. 61).</p> <p>* * Note- At Tahsil treasuries and sub-treasuries may be deposited cash chest of outlying Munsifs. At very Tahsil where such chests are received for safe custody the Tahsildar shall inform the Munsif in advance of all holidays on which the Tahsil treasury will be closed, and on such holidays shall, on an application being made open the Tahsil treasury from 10 to 11 A.M. and From 3 to 4 P.M. for the purpose of issuing and receiving the chests.</p> <p>1. G.O. No. 1908/X-168 (Financial Department), dated 15th August, 1917 (Delete.)</p>	Rule 350 is deleted.
40.	<p>Rule No. 352 - At the close of every month each outlying court shall submit the following bills to the District Judge, or in districts where there is no District Judge, to the ¹[Additional District and Sessions Judge].</p>	In Rule 352, the Proviso is deleted.

	<p>¹[Provided that till such time as the district of Uttarakashi is formed as an independent Judgeship, the Bills in respect of the District of Uttarakashi shall be submitted to the District Judge of Tehri].</p> <p>(1) Salary bill of fixed establishment.</p> <p>(2) Salary bill of record-fund establishment.</p> <p>(3) Salary bill of process-servers.</p> <p>(4) Bill for fixed stationery allowance.</p> <p>(5) Bill for contingent charges.</p> <p>These bills shall be checked by the Central Nazir and be incorporated in the consolidated bills of the District Judge or the Additional District and Sessions Judges as the case may be.</p> <p>Where the outlying courts are situated in more than one revenue district having an independent treasury, these shall not be included in the same consolidated bill amounts payable in more than one revenue district.</p> <p>1. Subs by Noti. No. 626/VIII-b-1, dated 19-10-1981. (w.e.f. 23-2-1982)</p>	
41.	<p>Rule No. 364 -</p> <p>(1) Every Central Nazir, Nazir, Deputy Central Nazir and Assistant Nazir shall acquaint himself with-</p> <p>(a) the rules regarding purchase, maintenance, and repair of bicycles as contained in G.O. No. 922/XVIII-220, dated 15th March, 1935 and G.O. No. U-1066/1258, dated 28th December, 1940;</p> <p>(b) rules regarding purchase, maintenance, condemnation, and repair of typewriters as contained in Chapter IV of the Printing and Stationery Manual.</p> <p>¹[(2) Report about new structures.- The Nazir of the outlying courts of Munsifs and 2[Additional District and Sessions Judges] not at headquarters and the Central Nazir in each district shall report not later than the first week of May each year to the Registrar of the High Court, through the District Judge, that he has inspected the ground attached to the Court buildings and certify that no new permanent structures have been erected within the said grounds during the last financial year (April to March), for the erection of which the sanction of the High Court has not been obtained, and that all erections of a temporary nature have been removed.]</p> <p>(3) Handling of private funds.- The following instructions for handling of private funds by Government servants should be observed very carefully:-</p> <p>(i) Accounts of funds belonging to private persons and local bodies should be kept entirely separate from those of Government funds. For this purpose a separate cash-book for private funds should be maintained on exactly the same lines as the main cash-book for Government moneys.</p> <p>(ii). All cheques received by post and all money orders should be immediately entered in the proper cash-book under the initials of the head of the office or institution.</p>	<p>In Rule 364, the words "account clerk" is added after the word 'Deputy Central Nazir'</p> <p>In Rule 364, following clause (c) is added:</p> <p>(c). Uttarakhand Procurement Rules, 2008 and allied Government Orders.'</p>

	<p>(iii). The head of the office or institution should keep the cheques in his personal custody, and should cash them as soon as disbursement has been arranged. The amount should be disbursed the same day as the cheques are cashed. If any payee after due notification is absent on the day of disbursement, his money should be sent by money order the same day as the cheque is cashed.</p> <p>(iv) Bills of local firms should be paid in the presence of the head of the office or institution. As regards outside firms, money orders should be sent the same day as the cheques are cashed under the signature of the head of the office or institution.</p> <p>(v) The head of the office or institution should as far as possible entrust the work connected with private funds to his accounts clerk, who will have furnished a security in respect of Government funds placed in his charges.</p> <p>(vi) All amounts received in cash should also be entered in the proper cash-book immediately on their receipt and the amounts deposited as far as possible on the same day in the State Bank or where there is no such bank in any other bank. A receipt in Form I given at page 265 of the Financial Hand Book (Volume V) should be issued for all amounts received.</p> <p>(vii) Private moneys taken as deposits or securities and refundable to the private persons concerned should be deposited in the Post Office Saving Bank and the Pass-book should be hypothecated in favor of the head of the office or institution concerned.</p> <p>(viii) All officers concerned should supervise the accounts of private moneys as strictly as those of Government funds, as they are personally responsible for their custody and disbursement.</p> <p>1. Subs by Noti. No. 293/VIII-b-273, dated 28-2-1963, published in U.P. Gazette, Part II, dated 3rd November, 1962.</p> <p>2. Subs by Noti. No. 626/VIII-b-1, dated 19-10-1981, (w.e.f. 23-2-1982).</p>	
42.	Rule No. 374 - Any fraction of a paisa in a fee payable by way of poundage shall be remitted.	In Rule 374, the word 'paisa' is substituted with 'rupee'
43.	Rule No. 388 - Every District Judge shall report directly to the Board of Revenue, Uttar Pradesh, every instance in which it appears from accounts filed in probate and administration cases under Section 289 and 290 of the Indian Succession Act (XXXIX of 1925), that the proper Court-fee was not realized at the time the probates or letters of administration were granted to executors or administrators.	In Rule 388, the words 'Board of Revenue, Uttar Pradesh' are substituted with 'Chief Revenue Commissioner, Uttarakhand'
44.	Rule No. 389 - The Presiding Judge of every civil court shall report immediately to the State Government, through the Chief Inspector of Stamps, Uttar Pradesh, any instance of forgery or fraudulent use of any description of stamps, whether general, judicial, postal or telegraph coming to his notice. Such reports shall be accompanied by full particulars as to the nature of the forgery or fraud perpetrated, and if possible, by specimens, and shall, in the case of Judges of Courts of Small Causes, Civil Judges and Munsifs, be made through their District Judge.	In Rule 389, the word 'Uttar Pradesh' is substituted with the word 'Uttarakhand'

The annual statement for the previous financial year showing the number of probates etc. (Form No. 100) shall be forwarded by subordinate courts to their District Judge on or before 10th of April, and a consolidated statement for Judgeship shall be submitted by the District Judge to the High Court on or before 20th of April.

'Quarterly and Half Yearly Statements shall not be sent to the High Court and the monthly statements shall be sent as per the new formats provided by the High Court of Uttarakhand vide Circular Letter No. 06/XVII-23/D.R.(I)/2012 dated 16th June, 2012. The Statements, as far as possible, be prepared from the data available in the CIS software and National Judicial Data Grid.'

Rule No. 425 - Every District Judge shall submitted to the High Court on or before 20th of January of each year a return in the following form of all landed property acquired, whether in his own name or not; or parted with by himself or any subordinate Judicial Officer during the preceding calendar year:

425. The return of movable and immovable property, either for acquired or parting of held, shall be submitted in accordance with provisions of Uttarakhand Government Servant Conduct Rules, 2002 and directions issued by the High Court of Uttarakhand from time to time."

Together with this statement shall be submitted (1) a statement in the following form of the landed property * held, whether in his own name or not, by him or any subordinate Judicial Officer, who has been appointed to this district during the preceding calendar year:

(2) a list showing in the case of the above-mentioned officers:

- (a) the names of immediate blood relations;
- (b) the names of immediate connections, with the place of residence of each.

***Note.-** The term "landed property" includes all such property held under a lease.

Rule No. 446 - In all correspondence with the Registrar of the High Court the following instructions shall be observed:-

- (1) As a rule, the Registrar shall be addressed by letter and not by docket or endorsement.
- (2) A list of the enclosures accompanying a letter shall be made at the foot of it. Every judicial file shall be reckoned, as a separate enclosure.

In Rule 446 and 447, the word 'Registrar' wherever occurring is replaced with 'Registrar General'

	<p>(3) Where a demi-official letter is addressed to the Registrar, only one subject should be dealt with in one letter; a second subject should be made the subject of second letter.</p> <p>Rule No. 447 - Administrative correspondence relating to suits, appeals or cases, judicial or non-judicial, shall be dealt with according to the following rules:</p> <p>(1) Letters forming such correspondence shall be filed with the case to which they relate.</p> <p>(2) Every case with which is filed such correspondence shall be deemed to be pending notwithstanding that a final order or decision has been passed therein so long as the correspondence relating thereto is pending. Correspondence shall be said to be pending only when any letter requires to be issued or received and not when after a certain lapse of time or upon some possible contingency further correspondence may arise.</p> <p>(3) To indicate that the Presiding Officer considers no further action necessary in respect of any correspondence he shall write the word "File" with his initials on the last letter. The Munsarim must then after examining the previous papers, mark the last letter "Concluded and filed" before the correspondence is consigned with the case to the record-room.</p> <p>(4) Every letter received should bear an order recorded on it by the Presiding Officer, or the word "seen" with his initials, as an indication that he has seen it.</p> <p>Judicial Officers, in corresponding with the High Court, shall address their communications through the District Judge to the Registrar, with the exception of notice and summons issued by the High Court and served by subordinate courts, acknowledgment of records and all correspondence relating to the case-work of the High Court which shall be addressed to the Deputy Registrar.</p>	
48.	<p>Rule No. 459 - Judges of Courts of Small Causes, Civil Judges and Munsifs shall communicate with the Superintendent of Printing and Stationery, U.P. Allahabad through the District Judge.</p>	<p>In Rule 459, the words 'Superintendent Printing and Stationery, U.P. Allahabad' are substituted with the words 'Director, Government Litho Press, Roorkee'</p>
49.	<p>Rule No. 460 - District Judges shall, without obtaining the previous sanction of U.P. Government, purchase such books as are suitable for the libraries of their courts or of the courts subordinate to them, subject to the condition that all charges so incurred are within the budget allotments sanctioned for the purpose.</p>	<p>In Rule 460, the words 'U.P.' are substituted with the words 'Uttarakhand'</p>

50.	<p>Rule No. 512 - Every civil court will be furnished by the Superintendent, Printed and Stationery, U.P. Allahabad, with a printed form of indent for printed non-saleable forms, State Form No. ²[176].</p> <p>Non-saleable forms shall be obtained in the following manner:-</p> <p>In courts subordinate to the court of District Judge the indent shall be prepared under the supervision of the Presiding Judge and shall be submitted to the District Judge not later than 15th January. Forms enough to last for a whole year and to leave a margin of three month's consumption at the end of that year shall be entered in the indent. When forms are published in books, the number of books should be stated.</p> <p>The District Judge, having received the indents for all courts subordinate to him, shall despatch them with the indent for his own court in time to admit of their reaching the High Court by the 1st March.</p> <p>Forms for courts at headquarters will be sent, separately packed and labeled for each court, to the District Judge. Forms for subordinate outlying courts located at places remote from a railway will be sent to the District Judge or to some Munsif on a line of railway, who will cause them to be forwarded to such courts in the manner, he may consider most convenient and economical. Outlying subordinate courts located on or near a line of railway will receive their forms direct from the Press.</p> <p>2. Subs by Noti. No. 101/VIII-b-a, dated 28-2-1962, published in U.P. Gazette, Part II, dated 9-6-1962.</p>	<p>In Rule 512, the words 'Superintendent Printing and Stationery, U.P. Allahabad' are substituted with the words 'Director, Government Litho Press, Roorkee'</p>
51.	<p>Rule No. 513 - Each District Judge, each outlying Civil and Sessions Judge, and each outlying Munsif, shall be allowed to hold certain quantities of saleable forms as permanent advance in accordance with the general directions issued by the High Court. The District Judge shall be responsible for the advances to all the courts in his judgeship and shall deal with indents for saleable forms in respect of the courts subordinate to him, direct with the Superintendent, Printing and Stationery, Uttar Pradesh, Allahabad.</p> <p>Rule No. 514- (1) When the stock of saleable forms falls short of one-half of the quantity fixed by the High Court as permanent advance, the District Judge shall take steps to recoup the shortage direct from the Superintendent, Printing and Stationery, Uttar Pradesh, Allahabad. He shall apply in Manual Miscellaneous Form No. 131-A (Recoupment Order of the Superintendent, Printing and Stationery, Uttar Pradesh, for saleable forms) furnishing the certificates mentioned therein.</p> <p>(2) Forms shall be sold at the rate of ¹[nine rupees] per hundred to licensed stamp vendors, who may retail them to the public at the rate of ²[10 paise per form]. Forms shall not be sold in packets of less than hundred each unless the permanent advance of any particular forms has been fixed at less than hundred. Receipt books of form Part V-No. 74 shall be issued only to official Receivers at the rate of ³[Two rupees and seventy-five paise] per book. The procedure</p>	<p>In Rule 513 and 514, the words 'Superintendent Printing and Stationery, Uttar Pradesh Allahabad' are substituted with the words 'Director, Government Litho Press, Roorkee'</p>

	<p>herein contained for the supply of saleable forms to licensed stamps-vendors shall apply <i>mutatis mutandis</i> to the supply of receipt books to Official Receivers.</p> <p>(3) The licensed stamps-vendor shall not pay to the Nazir in cash the price of the saleable forms that they require, but they shall deposit the money in the treasury by means of treasury challans in duplicate. One copy shall be retained in the treasury and the other shall be returned to the stamp-vendors who shall submit it to the Nazir in lieu of the price of the forms received by them. Before signing the certificate mentioned in (1) above, the indenting officer shall verify the recoupment order and formally cancel the challans by writing across them "cancelled" in red-ink. The challans so cancelled shall be immediately consigned to the record-room where they will be retained till destroyed under the weeding rules.</p> <p>(4) The stock of saleable forms in hand on the 31st March, shall be examined and a statement in Form No. 145 sent by the indenting officers to the District Judge in no case later than the 15th April each year. These statements along with a similar statement relating to the Court of the District Judge shall be forwarded to the Superintendent, Printing and Stationery, Uttar Pradesh, Allahabad by the end of April each year.</p> <ol style="list-style-type: none"> 1. Subs for the words "rupees four and fifty paise" by Noti. No. 530/VIII-b-206, dated 28-8-1984, (w.e.f. 8-12-1984). 2. Subs for "7 paise" by ibid. 3. Subs for "one rupee and sixty-five paise" by ibid. 	
52.	<p>Rule No. 520 - Indents for stationery shall be drawn up for fifteen months from October 1 as prescribed in paragraph 68-A of the U.P. Printing and Stationery Manual by District Judges and Judge, small Causes Court, Lucknow and submitted to the High Court by July 10 in a form which may be procured from Superintendent, Printing and Stationery, Uttar Pradesh, Allahabad.</p>	<p>In Rule 520, the words 'Judge, Small Causes Court, Lucknow' are deleted and the words 'Superintendent Printing and Stationery, Uttar Pradesh Allahabad' are substituted with the words 'Director, Government Litho Press, Roorkee'</p>
53.	<p>Rule No. 523 - The district judge shall, from time to time as funds allow, purchase from the Director, Stores Purchase Section, Uttar Pradesh, Kanpur, and supply to each Amin in his jurisdiction out of the contract grant for his district, the instruments given in the following list:</p> <p>Plain Table.</p> <p>Box of drawing instruments.</p> <p>Measuring chain (jarib) ¹(30 meters).</p> <p>Measuring rod ¹(3 metres long).</p> <p>Brass sight ¹(60 centimetres).</p> <p>Brass scale ¹(fifteen centimeters).</p> <p>Measuring tape ¹(15 metres).</p> <p>Such minor articles as napping pens, boxes of colours, tracing cloth, etc. If not procurable from the Superintendent Printing and Stationery, Uttar Pradesh, Allahabad can be purchased locally. The District Judge shall inspect and verify the stock of the above instruments in his annual inspection of the office of Civil Judges and Munsifs.</p>	<p>In Rule 523, the words 'If not procurable from the Superintendent Printing and Stationery, Uttar Pradesh, Allahabad can be purchased locally.' are substituted with the following:</p> <p>'The stationery items may be procured as per the Uttarakhand Procurement Rule, 2008 from the local market.'</p>

54.	<p>Rule No. 526 - Each Amin shall receive, in addition to his pay, a grant of [Thirty rupees] a month as remuneration for the services of a drummer. The District Judge shall draw the total grant for drummers for his district and shall distribute it among the Amins.</p> <p>1. Subs by Noti. No. 556/VIII-b-200, dated 31-10-1985, (w.e.f. 8-2-1986), p.5.</p>	<p>In Rule 526, the existing Rule is substituted by the following Rule:</p> <p>'526. Proclamation.- The Amin shall receive the actual expenses incurred towards making proclamation (munadi) through a method prescribed by the court. The statement of expenditure along with original bills, if any, should be verified by the Amin.'</p>																					
55.	<p>Rule No. 530 - When, in order to the execution of a commission or to the ascertainment of the sufficiency of a security, an Amin has to travel, the court in determining the fee to be paid for his services shall assume a day's journey to be [twenty four or thirty kilometers], according to the nature of the country to be traveled, unless the place is connected by bus or rail.</p> <p>1. Subs by Noti. No. 553/VIII-b-1, dated 3-9-1984, (w.e.f. 8-12-1984).</p>	<p>In Rule 530, the words 'the court in determining the fee...bus or rail' are substituted with the following words:</p> <p>'the court shall determine the fee to be paid for his services on the basis of one day salary of the Amin.'</p>																					
56.	<p>Rule No. 530A - Amins and their peons are entitled to draw traveling allowance admissible under the Financial Handbook, Volume III. The traveling allowance bills shall be submitted monthly to the officer incharge who shall scrutinize the entries, compare them with the Amin's diary in Form No. 107 and satisfy himself as to the correctness of the entries made in the bill].</p>	<p>In Rule 530 A, after the words 'Volume III' the words 'or on the basis of the relevant Government Order issued from time to time' are added.</p>																					
57.	<p>Rule No. 541 - (1) Every Central Nazir, Nazir, Civil Court Amin, Process-server, Amin's Peon, Clerk of a Court of Small Causes, [Sessions Clerk] or other ministerial official employed in a civil court, who by reason of his office is entrusted with the receipt, custody or control of moneys securities for money or other property, shall give security in such an amount for the due discharge of the trusts of his office and for the due account of all moneys, securities for money or other property which shall come into his possession by reasons of his office as shall be equal to the maximum amount which he ordinarily has in his hands at any one time. The District Judge, subject to the control of the High Court, shall use his discretion in calculating this amount and shall be responsible for seeing that the sum left in the hands of his subordinate is not more than the amount of the security taken from such subordinate.</p> <p>Security shall in no case be dispensed with except where exemption may be made under special or general orders of Government. Exemption cannot be sought on the ground that a person is an apprentice, outsider or other temporary incumbent, and he shall be required to furnish security or execute a personal bond as may be necessary under the rules.</p> <p>The minimum amounts of security required for the posts of Central Nazir, Deputy Nazir, Assistant Nazir, Amins of Grades I and II and Process Servers, and Amin's Peons of big and small judgship are given below. This, however, does not in any way fetter the discretion of the District Judge to fix a large amount of security in any case where circumstances justify it.</p>	<p>In Rule 541, the table is substituted with the following table:</p> <table border="1"> <thead> <tr> <th>Post</th><th>Judgeships of Dehradun, Hardwar, Udham Singh Nagar and Nainital</th><th>Judgeships of other districts</th></tr> </thead> <tbody> <tr> <td>Central Nazir</td><td>Rs. 5,000/- in cash</td><td>Rs. 3,000/- in cash</td></tr> <tr> <td>Deputy Nazir/ Assistant Nazir</td><td>Rs. 2,500/- in cash</td><td>Rs. 1500/- in cash</td></tr> <tr> <td>Amin 1st Grade</td><td>Rs. 3,000/- in cash</td><td>Rs. 2000/- in cash</td></tr> <tr> <td>Amin 2nd Grade</td><td>Rs. 1500/- in cash</td><td>Rs. 1000/- in cash</td></tr> <tr> <td>Sessions Clerk</td><td>Rs. 1000/- in cash</td><td>Rs. 750/- in cash</td></tr> <tr> <td>Process Server</td><td>Rs. 500/- in cash</td><td>Rs. 300/- in cash</td></tr> </tbody> </table>	Post	Judgeships of Dehradun, Hardwar, Udham Singh Nagar and Nainital	Judgeships of other districts	Central Nazir	Rs. 5,000/- in cash	Rs. 3,000/- in cash	Deputy Nazir/ Assistant Nazir	Rs. 2,500/- in cash	Rs. 1500/- in cash	Amin 1 st Grade	Rs. 3,000/- in cash	Rs. 2000/- in cash	Amin 2 nd Grade	Rs. 1500/- in cash	Rs. 1000/- in cash	Sessions Clerk	Rs. 1000/- in cash	Rs. 750/- in cash	Process Server	Rs. 500/- in cash	Rs. 300/- in cash
Post	Judgeships of Dehradun, Hardwar, Udham Singh Nagar and Nainital	Judgeships of other districts																					
Central Nazir	Rs. 5,000/- in cash	Rs. 3,000/- in cash																					
Deputy Nazir/ Assistant Nazir	Rs. 2,500/- in cash	Rs. 1500/- in cash																					
Amin 1 st Grade	Rs. 3,000/- in cash	Rs. 2000/- in cash																					
Amin 2 nd Grade	Rs. 1500/- in cash	Rs. 1000/- in cash																					
Sessions Clerk	Rs. 1000/- in cash	Rs. 750/- in cash																					
Process Server	Rs. 500/- in cash	Rs. 300/- in cash																					

	Post	Bigger Judgeships	Smaller Judgeships	
	Central Nazir	Rs. ² [2,000] in cash or Rs. ² [4,000] in immovable property.	Rs. ² [1000] in cash or Rs. ² [2000] in immovable property.	
	Deputy Nazir and Assistant Nazir	Rs. 500 in cash or Rs. 1,000 in immovable property.	Rs. 250 in cash or Rs. 500 in immovable property.	
	Amin 1st Grade	Rs. 1,000 in cash or Rs. 2,000 in immovable property.	Rs. 750 in cash or Rs. 1,500 in immovable property.	
	Amin 2nd Grade	Rs. 750 in cash or Rs. 1,500 in immovable property.	Rs. 500 in cash or Rs. 1,000 in immovable property.	
	³ [Sessions Clerk	Rs. 250 in cash or Rs. 500 in immovable property.	Rs. 250 in cash or Rs. 500 in immovable property.	
	Process-server or Amin's peon	Rs. 50 in cash.	Rs. 50 in cash.	
	<p>¹[(2) A Sessions Clerk who fails to furnish security as required by the preceding sub-rule shall not be allowed to hold that post and also other posts of equivalent status.</p> <p><i>Explanation.</i>- Post of Suits clerk, Execution clerk, Appeals clerk and Readers of the Court of Judge Small Causes, Civil Judge and Munsif shall, for purpose of the rule, be deemed to be in status equivalent to that of a Sessions Clerk.]</p> <p>1. Ins. by Noti. No. 78/VIII-b-205, dated 18-5-1961, published in U.P. Gazette, Part II, dated 21-10-1961.</p>			
58.	<p>Rule No. 550 - (1) Any Advocate on the roll of the High Court who is not under suspension, may appeal, plead or act in any court subordinate to the High Court on filing a document prescribed by Rule 4 (1) of order III of the Code (<i>vakalatnama</i>) and producing before the Presiding Officer of such court his certificate of enrolment or otherwise satisfying him of the fact of such enrolment.</p> <p><i>Brief holder.</i>- (2) Any Advocate on the roll of the high Court who is not under suspension, may appear and plead for any other advocate on the roll of the High Court who is not under suspension, in any suit, appeal or proceeding in which such other Advocate is duly engaged, in any court, subordinate to the High Court, but may not act for him without filing a <i>vakalatnama</i>.</p>			<p>In Rule 550, the words 'High Court' after the words 'on the roll of' are substituted with the words 'Bar Council'.</p> <p>In Rule 550, after the second paragraph, following is added:</p> <p>'All matters pertaining to Advocates shall be governed by the Advocates Act, 1961 as amended from time to time, directions by Bar Council of India, State Bar Council and Hon'ble Supreme Court and High Court.'</p>
59.	<p>Rule No. 551 - Person entitled to be admitted as pleader in courts subordinate to High Court are those who are eligible-</p> <p>(a) under Circular Order (Civil) No. 7 of 1882;</p> <p>(b) under the Rules of March 13, 1895; or</p> <p>(c) under the Rules contained in this Chapter.</p>			<p>Rules 551 to 571, 574, 575, 576, and 577 to 581 are deleted.</p>

Rule No. 552 - Subject to these rules a pleader holding a certificate written upon a stamp paper of the value of twenty-five rupees shall be competent to appear, plead and act in any subordinate court civil or criminal and in any revenue office as defined in Section 3 of the Legal Practitioner's Act 1879.

Rule No. 553 - Subject to these rules a pleader holding a certificate written upon a stamp paper of the value of fifteen rupees shall be competent to appear, plead and act in any criminal subordinate court any in any Court of Small Cause, Civil Judge or Munsif and in any revenue office.

Rule No. 554 - Rule 554 of General Rules (Civil), which pertains to pleaders is deleted.

Rule No. 555 - A Mukhtar holding a certificate written on a stamp paper to the value of fifteen rupees shall be competent to appear, plead and act in any subordinate criminal court or revenue office and to practice as a Mukhtar in any subordinate civil court.

Rule No. 556 - A Mukhtar holding a certificate written on the stamp paper of the value of ten rupees shall be competent to appear, plead and act in any subordinate criminal or revenue office and to practice as a Mukhtar in the court of a civil Judge or Munsif or in a Court of Small Causes.

Rule No. 557 - A Mukhtar holding a certificate written on the stamp paper of the value of five rupees shall be competent to appear, plead and act in any subordinate criminal court except the court of Session and the court of a Magistrate when such Magistrate is exercising appellate jurisdiction or revenue office and to practice as a Mukhtar in the court of any Munsif.

Rule No. 558 - A Mukhtar entitled by his certificate of practice as a Mukhtar in any subordinate civil court being duly appointed by a vakalatnama may not plead before such court. He may, however, address it for the purpose of stating the nature and effect of any application but may not offer any legal argument. He may not examine or cross-examine any witness without the special leave of the court. He may perform the following acts, namely-

- (1) present plaint, memorandum of appeal or petition;
- (2) file written statement;
- (3) file objection;
- (4) receive service of process;
- (5) apply for summonses to persons whose attendance may be required either to give evidence or to produce document;
- (6) pay into court process-fee, money or security for money;
- (7) give notice requiring admission of genuineness of a document;
- (8) inspect record;

- (9) apply for the summoning of the record of a case;
- (10) instruct and Advocate, vakil or pleader;
- (11) be present at the execution of a commission;
- (12) apply for and receive a copy;
- (13) bid for purchase for his principal any property which such principal may himself legally bid for a purchase;
- (14) receive delivery of possession of immovable property, decreed or sold;
- (15) receive back documents produced in evidence; or
- (16) receive funds or repayment of court-fees moneys or securities for money;

Provided that a Mukhtar who also holds a certificate as a revenue agent under Section 18 of the Legal Practitioner's Act, 1879, may on being duly appointed by a *vakalatnama*, appear, plead and act in any such court [in any reference, appeal another proceeding which on the day immediately preceding the day of the coming into force of the U.P. Nagar Mahapalika Adhiniyam, 1959*, was cognizable by the commissioner or the District Magistrate, or] in any suit, appeal, application or proceeding or the class or substantially of the class of suits, appeals, applications or proceedings which prior to the passing of the U.P. Zamindari Abolition and Land Reforms Act, 1950, were cognizable by revenue court. Where a question arises as to the right of any Mukhtar to appear, plead and act in any case under this provision the decision of the court in which such case is proceeding shall be final for the purpose of that case.

* See now U.P. Municipal Corporation Act, 1959.

1. Added by Noti No. 24/VIII-b-180 and 1, published in U.P. Gazette, Part II, dated 2-10-1961

Rule No. 559 - A pleader or Mukhtar is entitled to practice only after enrolment and then only in a court or revenue office within the territorial limits of the jurisdiction of the District Judge of the district in which he is enrolled or in a court or revenue office without such limits if the case is one in which the cause of action arose within such limits.

Rule No. 560 - Any of the following persons may be admitted as a pleader if he satisfies the High Court that he possesses an adequate knowledge of the Hindi language and can read and write it with ease and correctness and can also read and write the Urdu language in the Persian character; that unless he has passed an examination in the law relating to Land Tenures, Rent and Revenue in the State of Uttar Pradesh from a University recognized by Law, he possesses an adequate knowledge of that subject; and that he is a fit and proper person to be admitted as a pleader:-

- (a) A person who has obtained a degree in Law from any University established by law in the State of Uttar Pradesh.

- (b) A person who has obtain a degree in Law from any University recognized by law in India outside the State of Uttar Pradesh, provided that, unless specially exempted by the High Court, the High Court of the State in which such University is situated admits as pleader law graduates of the Universities situated in the State of Uttar Pradesh on a reciprocal basis.
- (c) A person who take a degree in Law from the University of Dacca or Lahore before the 15th day of August, 1947, and has permanently settled in India.
- [(d) Subject to such conditions as the High Court may impose, a person who was, or is, entitled to practice as a pleader, Vakil or Advocate in an area which has been, or thereafter may be merged with the State or Uttar Pradesh].

1. *Ins. by Noti. No. 126/VIII-b-48 and I, published in U.P. Gazette, Part II, dated 3-10-1959.*

Rule No. 561 - An Advocate or pleader of any other High Court in India as it was before the 15th day of August, 1947 may be admitted as a pleader provided that:

- (a) he is by his character and conduct a fit proper person to be enrolled as pleader;
- (b) he possesses an adequate knowledge of the Hindi language and can read and write it with ease, and correctness in the Devanagri character;
- (c) The High Court in which the applicant was enrolled as an advocate or pleader has a reciprocal agreement in this regard with the High Court at Allahabad; and
- (d) he submits a certificate from the Registrar of the High Court in which he was previously enrolled to the effect that he has been permitted to suspend his practice in that court or courts subordinate thereto:

Provided that the condition as to reciprocal arrangement provided in clause (c) of the certificate referred to in clause (d) shall not be necessary in the case of an advocate or pleader who was practicing before the 15th day of August, 1947, in the area now included in Pakistan.

Rule No. 562 - An application for admission as a pleader or Mukhtar shall, as nearly as may be, be in the form given in Appendix 19 and bear a proper court-fee stamp. It shall be accompanied by a stamp paper of the requisites value. The application shall also furnish the necessary certificates along with his application.

The application shall be presented to the District Judge of the district in which the applicant desires to practice. If the District Judge finds that the application is in order and is satisfied as to the correctness of the particulars mentioned therein he shall forward it to the High Court.

Rule No. 563 - If the application is granted by the High Court a certificate shall be issued to the applicant under Section 7 of the Legal Practitioners' Act, 1879, under the signature of the Registrar in the prescribed form. Such certificate shall be written on the stamp paper of the appropriate value.

Rule No. 564 - On a certificate being granted under Section 7 of the Legal Practitioners' Act, 1879, the pleader or the Mukhtar as the case may be may present an application for enrolment accompanied by such certificate in person to the District Judge of the district in which the applicant desires to practice.

(2) If the certificate be in order and the District Judge is satisfied that the applicant is not suffering from leprosy or other dangerous malady and is otherwise a fit and proper person to be enrolled, he shall cause his name to be entered in a register to be kept in the form given below and shall cause to be entered on such certificate a memorandum certifying that the applicant has been so enrolled.

If the District Judge considers that the applicant is not a fit and proper person to be enrolled as a pleader or Mukhtar he shall make a report to the High Court the appropriate value.

FORM OF REGISTER

Name	Father's name	Pleader or Mukhtar	Value of Stamp on certificate	Date of enrolment	Remarks
1	2	3	4	5	6

Rule No. 565 - Where a pleader or Mukhtar wishes to practice in more than one district every application for enrolment other than the first shall be forwarded to the High Court by the District Judge concerned with a report indicating whether in his opinion he is a fit and proper person for such further enrolment.

Rule No. 566 - No person other than a person to whom Rules 562, 574, 575 or 576 applies shall unless specially exempted by the High Court be enrolled as a pleader unless he has furnished to the High Court a certificate in writing by an advocate of not less than twelve year's standing or by a pleader of not less than fifteen year's standing [including pleader subsequently enrolled as an advocate who has practiced for not less than fifteen years] that he has read with such advocate or pleader and worked in his chambers for a period of not less than six months, that he has during that period regularly attended court with him and that he has worked regularly and with diligence.

1. Ins. by Notl. No. 216/VIII-b, dated 21-7-1961, published in U.P. Gazette, Part II, dated 9-9-1961.

Rule No. 567 - (1) The certificate of training referred to in the next preceding rule shall be submitted to the High Court through the District Judge who shall endorse thereon a certificate to the effect that he has satisfied himself that the applicant has undergone the requisite training in accordance with the rules. Where the highest judicial officer in the station where the applicant is undergoing such training is a Civil Judge or Munsif, such certificate may be endorsed by such officer and countersigned by the District Judge concerned.

(2) Where the District Judge is not satisfied with the training undergone by the trainee he may call for an explanation from the senior advocate or pleader with whom he was under training concerning any matter upon which he may not be so satisfied.

The District Judge shall forward the certificate and such explanation alongwith his opinion thereon, if any, to the High Court.

If the certificate is approved by the High Court such approval shall be communicated to the District Judge who may then enroll such person as a pleader.

Rule No. 568 - The pupil may engage himself for training with a senior advocate or pleader of his own choice provided that no senior advocate or pleader shall, save for exceptional reasons and with the approval of the High Court or the District Judge, have more than four pupils under training with him at any time. No senior advocate or pleader shall demand from such pupil a large fee than three hundred rupees for such training.

Rule No. 569 - While under training with a senior advocate or pleader, a pupil may, after his admission as a pleader, hold the brief of his senior with his permission and appear and plead but not act for him in any case.

Rule No. 570 - Any pleader or Mukhtar desiring to be enrolled in any district other than one in which he was last enrolled or re-enrolled shall submit along with his application his last certificate of practice together with a certificate from the District Judge of the District in which he last practiced that he is a fit and proper person to be enrolled and that nothing is known against him such as may debar him from being enrolled as a pleader or Mukhtar. If sufficient cause is shown why the applicant is unable to furnish his last certificate of practice of the aforesaid certificate from the District Judge of the district in which he last practiced the District Judge may accept any other evidence in proof of his having been previously enrolled in such district and of his being a fit and proper person to be enrolled as a pleader or Mukhtar. If the application is in order and the District Judge is satisfied that the applicant is not suffering from leprosy or other dangerous malady and is otherwise a fit and proper person to be enrolled, he may enroll him.

Upon every enrolment under this rule the District Judge shall notify the fact of such enrolment to the High Court.

Rule No. 571 - Any pleader or Mukhtar desiring to be enrolled in the same district after an interval during which his name was not on the roll shall submit along with his application his last certificate of practice and furnish to the District Judge satisfactory proof of his being fit and proper person to be enrolled. If sufficient cause is shown why the applicant is unable to furnish his last certificate of practice the District Judge may satisfy himself in any other way as to his having being previously enrolled as a pleader or Mukhtar. If the application is in order and the District Judge is satisfied that the applicant is not suffering from leprosy or other dangerous malady and is otherwise a fit and proper person to be reenrolled he may re-enroll him.

Upon every re-enrolment under this rule the District Judge shall notify the fact of such re-enrolment to the High Court.

Rule No. 574 - Where a person was enrolled as an advocate or vakil of the first or second grade by the late High Court of Rampur State on the date of merger with the State of Uttar Pradesh he shall be entitled to be admitted as a pleader or Mukhtar in accordance with the following rules:

- (a) If he has passed the law examination held by the High Court of Rampur or Hyderabad or possesses the L.L.B. degree of any University established by law in India as constituted on, before or after the 15th August, 1947 he may on application and on payment of the requisite fee be admitted as a pleader entitled to be enrolled in Rampur district only.
- (b) If he has not passed any of the examination mentioned in clause (a) above he may on application and on payment of the requisite fee be admitted as pleader of the second or third grade or as a Mukhtar entitled to be enrolled in Rampur Judgeship only.

Rule No. 575 - Where a person was enrolled as a legal practitioner in the State of Tehri-Garhwal on the date of its merger with the State of Uttar Pradesh he shall be entitled to be admitted as a pleader or Mukhtar in accordance with the following rules:

- (a) If he was enrolled as an advocate by the late Hazoor Court of the said State he may on application and on payment of the requisite fee be admitted as a pleader entitled to be enrolled in Tehri District with the right to practice in any court in Kumaun Judgeship in respect of cases relating to Tehri District.
- (b) If he was enrolled as Mukhtar in the said State he may on application and on payment of the requisite fee be admitted as a Mukhtar entitled to be enrolled in Tehri district with the right to practice in any court in Kumaun Judgeship in respect of cases relating to

Tehri District. He shall notwithstanding anything contained in Rule 559 be entitled to appear, plead and act in any civil court other than that of the District Judge in which he has a right to practice as a Mukhtar.

Rule No. 576 - (1) While carrying on legal practice no pleader or Mukhtar shall ordinarily be permitted to take up appointment or to engage actively in any trade or business.

(2) Where an applicant for admission as a pleader or Mukhtar holds any appointment or is engaged in any trade or business the High Court may refuse to admit him or may pass such order as it may deem proper.

(3) Where any person having been enrolled as a pleader or Mukhtar accept any appointment or engages himself in any trade or business he shall give notice thereof through the District Judge concerned to the High Court which may thereupon withdraw his certificate of practice or pass such order it may deem fit.

Rule No. 577 - Every certificate of practice granted under this Chapter shall be renewed at the end of the calendar year and an application for such renewal shall be made on or before the 15th day of December and shall bear the requisite court-fee stamp. The application shall be addressed to the District Judge of the district in which the applicant is enrolled. The application shall be accompanied by the expiring certificate and stamp paper of the requisite value for the renewed certificate and shall be presented by the applicant in person or by a legal practitioner practicing in the District Court duly authorised in him in this behalf. Where the applicant practices at a Station outside the headquarters of the District Judge the application may be presented to the Presiding Officer of the highest civil court at the station and such Presiding Officer shall forward it to the District Judge for orders.

Rule No. 578 - Unless it appears to the District Judge that the applicant is unfit by reason of leprosy or other dangerous malady, or is otherwise not a fit and proper person whose certificate should be renewed, a renewal certificate shall be prepared. It shall be signed by the District Judge and delivered to the applicant or the legal practitioner who may have presented the application on his behalf under the next preceding rule. The memorandum of enrolment recorded on the expiring certificate shall be endorsed on the renewed certificate and duly authenticated by the District Judge. The District Judge shall not renew the certificate unless he is satisfied that the applicant was at the time of the application ordinarily practicing in any civil, criminal or revenue court within the local limits of his jurisdiction.

If for any reason it appears to the District Judge that the applicant is not a fit and proper person whose certificate should be renewed he shall report the matter to the High Court for order.

Rule No. 579 - If an application for the renewal of a certificate is made after the 15th day of December the District Judge shall forward it to the High Court and the certificate shall not be renewed except under the special order of that court.

Rule No. 580 - Certificates of practice and the renewal certificate shall be in the forms given in Appendix 20 and written on stamp paper of the appropriate value.

Rule No. 581 - Every District Judge shall submit to the High Court in the month of January each year a return in the form given below of the certificates renewed by him for that year.

Form

No. in the High Court register and year of admission	Name and academic qualifications	Father's name	Place where practicing	Value of stamp on certificate	Date of last renewal	Remarks
1	2	3	4	5	6	7

Where a pleader or Mukhtar obtains a renewal of his certificate in a district other than the one in which he was originally enrolled the name of the district in which he was originally enrolled shall be indicated in the column of remarks. The name shall be arranged in the order in which they stand in High Court register.

The District Judge shall at the same time submit to the High Court a list of such pleaders and Mukhtars as have not applied for the renewal of their certificate or to whom renewal has been refused. Copies of such return and list shall also be forwarded to the District Magistrate concerned.

A copy of the list containing the names of all pleaders and Mukhtars whose certificates have not been renewed shall also be affixed to the court house of the District Judge bearing and intimation that such persons are liable to the penalties provided under Section 32 of the Legal Practitioner Act, 1879, if found practicing without having renewed their certificates.

60. **Rule No. 612** - Every Judicial Officer appointed as officer-in-charge of a department under the District Judge shall make surprise inspection of such department at least once a quarter and shall send the report of such inspection to the District Judge.

In Rule 612, the words 'once a quarter' are substituted with 'once in six months'.

61.

In Appendix 4, List-B, following forms are deleted:

4, 6, 55, 85, 86, 87, 88, 89, 90, 91, 92, 93 to 102, 115 to 117, 120 to 132A, 136 to 142, 145, 146, 152 to 156, 159, 161, 162, 163, 165 to 168. (These form numbers relate to Register Numbers)

Amendments in General Rules (Criminal), 1977

Sl. No.	Existing Rule	Proposed amendments												
1.		<p>Add: following definitions in Rule 4:</p> <p>'CIS'- means Case Information System Software</p> <p>'Computer' shall have the same definition as provided in Section 2(i) of the Information Technology Act, 2000</p> <p>'Computer System'- shall have the same definition as provided in Section 2(l) of the Information Technology Act, 2000</p> <p>'Digital Signature' -shall have the same definition as provided in Section 2(p) of the Information Technology Act, 2000</p> <p>'Electronic form' shall have the same definition as provided in Section 2(r) of the Information Technology Act, 2000</p> <p>'Electronic record' shall have the same definition as provided in Section 2(t) of the Information Technology Act, 2000</p> <p>'Electronic Signature'- shall have the same definition as provided in Section 2(ta) of the Information Technology Act, 2000</p> <p>In the definition of 'Court', the words 'Judicature at Allahabad' be substituted with the words 'Uttarakhand'</p> <p>In the definition of 'High Court', the words 'Judicature at Allahabad' be substituted with the words 'Uttarakhand'</p> <p>In the definition of 'State', the words 'Uttar Pradesh' be substituted with the words 'Uttarakhand'</p>												
2.	<p>Rule No. 5 - A weekly list of cases fixed for hearing, in the Court of a magistrate prepared in prescribed form in legible Hindi, shall be posted on the last working day of the previous week in some conspicuous place in every court house. Space shall be left in the list, at the head of the entries for each day, for subsequent insertion, if necessary, of adjourned cases.</p> <p>PRESCRIBED FORM</p> <table><tr><th>Serial no. of the case</th><th>Parties</th><th>P.S.</th><th>Section and Act</th><th>Purpose</th><th>Counsel for accused</th></tr><tr><td>1.</td><td>2.</td><td>3.</td><td>4.</td><td>5.</td><td>6.</td></tr></table>	Serial no. of the case	Parties	P.S.	Section and Act	Purpose	Counsel for accused	1.	2.	3.	4.	5.	6.	<p>In Rule 5, after the words 'legible Hindi', following words are added:</p> <p>'or upto-date cause list generated through CIS software'</p>
Serial no. of the case	Parties	P.S.	Section and Act	Purpose	Counsel for accused									
1.	2.	3.	4.	5.	6.									

Rule No. 12 - A register of processes shall be maintained in the form given below in all Criminal Courts :

PROCESS REGISTER

Parti- culars of cases	Date of order for issue of proc- ess	Date of des- patch of proce- ss from Court	Des- crip- tion of proce- sser and of the Person/ Persons to be served	Initial with date of police or other officials receiv- ing Proce- sses	Name of Thana or district to which process sent	Date fixed for return	Actual date of return	Action taken for late receipt of process	Remarks
---------------------------------	---	--	---	---	---	--------------------------------	--------------------------------	--	---------

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

In Rule 12, following words are added after the words 'register of process'- 'either in handwritten form or in computer printed sheets through a software'

7.

Rule No. 15 - No summons shall be served upon a member of Parliament or a Legislature while he is within the precincts of the House of Parliament or Legislature, as the case may be; nor shall it be served through the Presiding Officer or the Secretariat concerned. It shall be served direct upon the member outside the precincts of the House of Parliament or Legislature, as the case may be, at his residence or at some other place.

Rules of procedure in the Lok Sabha regarding intimation to the Speaker of the arrest, detention, conviction or release of a member of the House as well as forms for communication to the Speaker are to be found in Appendix 'J'. A similar procedure may be followed and similar forms used in respect of members of the Rajya Sabha or a State Legislature.

[Where a document in the custody of the House of the People, Council of States, State Legislative Assembly or Legislature Council is summoned from the Speaker/The Chairman or where a witness is summoned through any such authority, a letter of request in the form given below (and not a summons) shall issue.

Form

To,

The Speaker/Chairman of

Subject: Production of document

Sir,

In the proceedings noted on the margin, the complainant/accused proposes to rely on the documents specified in the annexure, which are in the custody of the House of the People/the Council of States/the Legislative Assembly/the Legislative Council. I am to request you to arrange to send the documents so as to reach me on or before through an officer in the Secretariat of the House, with the permission of the House.

Yours faithfully,

Judge

Signature of Magistrate

In Rule 15, the words 'Legislative Council' wherever occurring are deleted.

	<p style="text-align: center;">FORM</p> <p>Subject : Production of an officer of the Secretariat of the House for purposes of giving evidence</p> <p>Sir,</p> <p>In the proceedings noted on the margin the complainant/accused proposes to examine an officer in the Secretariat of the House of the People/the Council of States/ the Legislative Assembly the Legislative Council as a witness. I am to request you to direct the officer to appear in my court at 10.30 a.m. on with the permission of the House.</p> <p style="text-align: right;">Yours faithfully, Judge Signature of Magistrate</p>	
9.	<p>Rule No. 22 - Upon the institution of a case an order-sheet in the prescribed Form (Part IX, no. 10) shall be opened. Upon it shall be recorded (i) every routine order passed by the court in the case; (ii) a note of every other order passed, including every order regarding a document produced before the court; and (iii) a note of the date of each hearing and the proceedings on that date. An order the reason for which require to be recorded at length, shall not be written on the order-sheet, but only a note of the order and of the date on which it was made, shall be entered on it. Every entry upon the order-sheet, shall be made at the earliest opportunity and shall be signed by the presiding officer.</p>	<p>In Rule 22, first paragraph is numbered as '1' and a new clause '2' is added after the end of first paragraph: '2. Every order shall be entered in the CIS software.'</p>
10.	<p>Rule No. 28 - The officer for the time being in-charge of the record shall-</p> <p>(a) enter in the general index every paper as it is filed with the record;</p> <p>(b) punch out the capital of each court-fee stamp upon such paper, and record below the stamp the aggregate number and value of stamp used to denote each separate fee :</p> <p>(c) certify in column 8 of the general index the state of any exhibit filed, noticing any erasures or interlineation therein;</p> <p>(d) take the orders of the court, if necessary, as to the correct entry to be made in such column.</p>	<p>In Rule 28, a new clause 'e' is added: 'e. make complete and upto-date entries in the CIS software on daily basis.'</p>
11.	<p>Rule No. 40 - An order passed by the Sessions Judge on an application for transfer of a case should be communicated to Court concerned within three days along with the record of the case. The parties should be directed to appear before the Court concerned on a fixed date which should be communicated to the parties or their counsel and their signature obtained on the order sheet."</p>	<p>In Rule 40, following words are added after the words 'obtained on the order sheet': 'the transfer of case should also be made through CIS software and as far as possible information of transfer be given to the parties through SMS or email, as the case may be.'</p>

12.	<p>Rule No. 50 - Every such record made by a Presiding Officer or an Officer or an Officer of the court shall be legible written. If in making the record an officer uses a typewriter/ computer he shall sign every page of it and shall initial every correction or alteration therein. On every statement of an accused and deposition of a witness and on the memorandum of every such statement and deposition, the person mentioned whether examined on commission or otherwise, shall be indicated by his full name, father's name, profession or occupation, residence and age. Abbreviations and elliptical forms of expressions shall be avoided, particularly abbreviations of names of persons of places.</p> <p>If the court considers the age given by a witness or accused to be an underestimate or an overestimate it should form its own estimate and mention it also in the record. If the accused is charged with an offence punishable with death and the court considers the age given by him to be an underestimate, or an overestimate, it may order medical examination of the accused about his age and should direct that State Counsel to produce documentary evidence of his age, if available.</p>	<p>In Rule 50, the words 'or computer' are added after the word 'typewriter'</p>
13.	<p>Rule No. 61 - Identification proceedings in jail for the identification of suspects, shall invariably be recorded by magistrates in Form No. 34 (Part IX No. 65) in duplicate by the use of carbon paper and ball-pointed pencils. The original shall be sent to the court concerned and the carbon copy shall be made over to the jail authorities for record and production in court, when needed.</p> <p>Proceeding for the identification of property shall be recorded by Magistrates in Form No. 37 (Part IX, No. 67.)</p>	<p>In Rule 61, after the words 'ball-pointed pencils', the words 'or by use of computer' are added.</p>
14.	<p>Rule No. 63 - (a) When an order for the release of a prisoner, on bail or otherwise, is issued by a Magistrate, he shall see that it is entered in a peon book and sent to the Nazir Sadar by the time prescribed by the District Magistrate in this behalf. The Nazir shall enter in a peon book all the release orders received by him within the prescribed time and arrange to deliver them through a peon to the officer incharge of the jail by 4 p.m. in winter and 5 p.m. in summer at the latest. In exceptional circumstances the order of release may be sent to the jail in the manner laid down in sub-rule (b).</p> <p>(b) When an order for the release of a prisoner is issued by a Court other than a magistrate, it shall be entered in a peon book and may be sent through one of the Court peons to the officer incharge of the jail so as to reach the jail ordinarily not later than 4 p.m. in winter and 5 p.m. in summer.</p> <p>(c) A release order should in no case be made over to private persons for delivery to the jail authorities.</p>	<p>In Rule 63, clause (d) is added: 'd. A digitally signed release order may also be sent by electronic form.'</p>
15.	<p>Rule No. 102 - A court shall not issue a judicial order or communicate the purport of a warrant or process by telegram.</p>	<p>In Rule 102, the words 'shall not' are substituted by the word 'may' and the word 'telegram' is substituted by the words 'electronic form'.</p>

16.

Rule No. 117 - Records shall be classified as follows :**Class I -** (1) Every complaint dismissed under section 203 of the Code.

(2) Every case compounded under the law.

(3) Every application dismissed.

(4) Every miscellaneous report or proceeding, which is entered in form no. 12, when not filed as part of the record of a regular case.

(5) Every case in which an accused person is discharged under the provisions of section 259* of the Code.

(6) Every case under section 133 of the Code.

(7) Every case in which an accused person is acquitted under section 247* or 248** of the Code.

(8) Every case under the following Acts in which the offence charged is punishable with fine only or with imprisonment not exceeding one year with or without fine.

(i) The Police Act, 1861.

(ii) The Stage Carriages Act, 1861.

(iii) The Cattle Trespass Act, 1871.

(iv) The Northern India Canal and Drainage Act, 1873.

(v) The Hackney Carriage Act, 1879.

(vi) The Vaccination Act, 1880.

(vii) The Prevention of Cruelty to Animals Act, 1890.

(viii) The Indian Stamp Act, 1899.

(ix) The Cantonments Act, 1924.

(x) The Indian Forest Act, 1927.

(xi) The Sugar Cane Act, 1934.

(xii) The Motor Vehicles Act, 1939.***

(xiii) The U.P. Town Areas Act, 1914.

(xiv) The U.P. Municipalities Act, 1916.

(xv) The U.P. District Boards Act, 1922.*

(xvi) The U.P. District Boards Primary Education Act, 1926. (Now read as U.P. Basic Education Act 1972 - Ed.)

NOTE : (1) The register in form no. 9 should be properly maintained and should show convictions where sentences are passed.

(2) Cases in which the order under section. 133 of the Code is made absolute under section 136, 137* and 140** of the Code should be treated as falling in class III.

Class II - Every case in which the offence charged is punishable with fine only or with imprisonment not exceeding one year with or without fine, except offences under the Acts mentioned in Class I above or under the following Acts :

(i) The Public Gambling Act, 1867.

(ii) The Central Excises and Salt Act, 1944.

(iii) The U.P. Excise Act, 1910.

(iv) The U.P. Opium Smoking Act, 1934.

Every appeal and revision case.

Class III - All other cases including cases under section 108 of the Code :

In Rule 117, after the words 'The Police Act, 1861' the words 'or the Police Act, 2007'; after the words 'The Cantonment Act, 1924' the words 'or The Cantonment Act, 2006'; after the words 'The Motor Vehicle Act, 1939' the words 'or The Motor Vehicle Act, 1988' are added.

	Provided that a court, for reasons to be recorded in writing, may order that any case or proceeding belonging to Class I be treated as belonging to Class II or Class III, or that any case belonging to Class II be treated as belonging to Class III.	
17.	Rule No. 124 - In cases in which original documents have been filed in a criminal record, the Sessions Judge or the District Magistrate, as the case may be, shall before destroying the record on expiration of the period of retention, give notice by post 'service unpaid' to the parties concerned, intimating to them the impending destruction of the record and calling upon them to take back the original document in question. If the document is not claimed, it shall be destroyed after the expiry of three months from the date of such notice.	In Rule 124, the words 'post service unpaid' are substituted with 'registered post'
18.	Rule No. 138 - For any inspection, other than one made under the last preceding rule, of a record in a Court of Session or in record-room, the rules governing inspections in civil courts shall apply.	In Rule 138, the words 'verbal application' are substituted with 'written application'. The words 'fifty paise' and 'one rupee' are substituted with 'Rupees Ten'
19.	Rule No. 140 - For any inspection, other than one made under the second paragraph of rule 137 of any prescribed book or register maintained in a court or record-room, a written application shall be made stating the purpose for in writing of the judge or magistrate or the officer in-charge of the record-room, either allowing or refusing the application; if inspection is allowed, it shall be made in the presence of the officer whose duty is to keep such book or register. A fee of 50 paise shall be paid for each inspection made under this rule and for each day or part of a day occupied in the inspection.	In Rule 140, the words '50 paise' are substituted by the words 'ten rupees'.
20.	Rule No. 141 - Any person desiring to ascertain the serial number, date of institution or other registered particulars respecting a case or any proceeding therein, or of any judicial proceedings, the record of which is in the judge's or the magistrate's court or record-room, shall present or send by post to the officer in-charge of the record-room, an application preferably in Form 7(Part IX, no. 45), to which shall be affixed a court-fee label of five rupees* giving the best particulars he can as to the year of institution and names of parties. He shall be entitled to have a search made and the information, if obtainable, given to him in writing signed by the record-keeper within ten days of the date of receipt of application. The record-keeper shall mark each application with a serial number. In case the information be not supplied within ten days as aforesaid, the record-keeper shall forthwith on the expiration of the said period of ten days report in writing to the court the cause of noncompliance with the application. The application shall after disposal be pasted under a separate serial number in a file book kept for the purpose and consigned to the record-room annually.	In Rule 141, the words 'five rupees' in first paragraph are substituted by the words 'ten rupees'.

	<p>Where the applicant desires that the information be supplied to him by post, he shall give his address at which it may be sent and affix to his application postage stamps of the requisite value.</p> <p>A printed copy of this rule in Hindi shall be posted on a notice-board in a conspicuous place in every court and also in the record-room.</p>	
21.	<p>Rule No. 147 - An application for a copy shall ordinarily be written upon a printed form (Part VIII, no. 64) which can be procured free of cost from the officer in-charge of the copying department. It shall state -</p> <p>(i) Whether the applicant is entitled to the copy;</p> <p>(ii) whether he is entitled to such copy free of cost;</p> <p>(iii) if the applicant is not entitled to such copy, the object for which the copy is required and the ground upon which the application should be granted;</p> <p>(iv) the particulars of the paper or document of which the copy is applied for;</p> <p>(v) The particulars of the record, if any, containing such paper or document; and</p> <p>(vi) whether the application is urgent or ordinary.</p>	<p>In Rule 147, after the words 'An application' the words 'either handwritten or typed or online' are added. Further after the words 'copying department' the words 'or typed' are added.</p> <p>In Rule 147, after clause (vi), following is added:</p> <p>'If the applicant desires the copy to be sent through email, then the valid email address shall be furnished.'</p>
22.	<p>Rule No. 151 - Every copy that is not made on stamped paper shall be made on paper of durable texture supplied by the Government.</p> <p>Every copy of a proceeding in a case shall be made with a heading containing the following particulars :</p> <p>(i) name of the court, name and power of presiding officer;</p> <p>(ii) serial number, nature and year of case;</p> <p>(iii) name of police station;</p> <p>(iv) name, parentage and residence of accused, if any; and</p> <p>(v) the number of words in the copy.</p> <p>When a copy has been made it shall be signed by the person who made it. If such person is not the head copyist, the head copyist shall then examine the copy and correct it, if necessary; when it is correct, he shall certify it to be a true copy, stamp, each sheet of the copy or blank sheet with the stamp of the court or record-room and serially number the sheets. If the head copyist made the copy, such duties shall be performed by some person appointed for the purpose by the officer in-charge of the copying department. A copy shall not be certified as a true copy unless it sets out the value of each stamp, if any, upon the original.</p> <p>A copy shall not be issued to any person until it has been examined, certified, stamped and paged; and a copy shall not be delivered to an applicant until the requirement of rule 152 have also been complied with.</p>	<p>In Rule 151, after the words 'supplied by the Government' in first paragraph, following are added:</p> <p>'Digitally Signed copies shall be sent to the applicant through electronic form including email.'</p>
23.	<p>Rule No. 152 - When a copy made under an order upon an application is ready for delivery, notice thereof in the prescribed form (Part VIII, no. 65) shall forth-with be placed on the notice-board of the court. The head copyist shall endorse upon the last sheet of the copy the date of the application, the date of posting the notice on the notice-board, and the date of delivery of the copy of the applicant. Such dates shall be written in words as well as figures.</p>	<p>In Rule 152, after the words 'as well in figures' in first paragraph, following words are added:</p> <p>'Digitally Signed copies shall be sent to the applicant through electronic form including email.'</p>

If delivery of the copy is not taken within fifteen days of the notice being posted on the notice-board, the orders of the court shall be taken as to the disposal of the copy :

Provided that when a copy is to be delivered to a prisoner, it shall be dispatched at once to the jail :

Provided also that when a copy is to be sent by post, it shall be despatched as soon as the notice is placed on the notice-board.

24.

Rule No. 157 - A list of printed forms authorized for use in criminal courts is given in Appendix 'B'. No printed forms other than an authorized form shall be used in any court.

In Rule 157, after the words 'authorized form' the words 'or as directed from time to time' are added.

Rule No. 163 - For purposes of maintaining the registers and preparing the statements of regular case-work prescribed by these rules, the following schedule of offences shall be observed -

Schedule of offences

Schedule Number	Description of offence	Chapter	Section
I - Under the Indian Penal Code			
1.	Criminal conspiracy	V-A	
2.	Offences against the State	VI	
3.	Offences relating to the Army, Navy and Air Force	VII	
4.	Offences against the public tranquillity	VIII	
5.	Offences by or relating to public servants	IX	
6.	Offences relating to elections	IX-A	
7.	Contempts of the lawful authority of public servants	X	
8.	False evidence and offences against public justice	XI	
9.	Offences relating to coin and Government stamps	XII	
10.	Offences relating to weight and measure	XIII	
11.	Offences affecting the public health, safety, convenience, decency and morals	XIV	
12.	Offences relating to religion	XV	
13.	Offences affecting life		302 to 309 & 311.
14.	Causing of miscarriage, injuries to unborn children, exposure of infants, and the concealment of births		312 to 318.
15.	Hurt		323 to 338.
16.	Wrongful restraint and wrongful confinement	XVI	341 to 348.
17.	Criminal force and assault		352 to 358.
18.	Kidnapping, abduction, slavery and forced labour		363 to 374.

In Rule 163, after the words 'The Police Act, 1861' the words 'or The Police Act, 2007'; after the words 'The Indian Arms Act, 1878' the words 'The Arms Act, 1959'; after the words 'The prevention of cruelty to animals Act, 1890' the words 'The prevention of cruelty to animals Act, 1960'; after the words 'The Indian Electricity Act, 1910' the words 'the Indian Electricity Act, 2003'; after the words 'The Cantonment Act, 1924' the words 'or The Cantonment Act, 2006'; after the words 'The U.P. District Board Act, 1922' the following Acts are added:

'The Juvenile Justice (Care and Protection of Children) Act, 2015'

'The Protection of women from domestic violence Act, 2005'

'The Protection of Children from Sexual Offences Act, 2012'

19.	Rape		376.
20.	Unnatural Offence		377.
21.	Theft		379 to 382.
22.	Extortion		384 to 389.
23.	Robbery and dacoity		392 to 402.
24.	Criminal misappropriation of property		403 and 404.
25.	Criminal breach of trust		406 to 409.
26.	Receiving of stolen property	XVII	411 to 414.
27.	Cheating		417 to 420.
28.	Fraudulent deed and disposition of property		421 to 424.
29.	Mischief		426 to 440.
30.	Criminal trespass		447 to 462.
31.	Offences relating to documents and trade or property marks	XVIII	
32.	Criminal breach of contracts of service	XIX	
33.	Offence relating to marriage	XX	
34.	Defamation	XXI	
35.	Criminal intimidation, insult and annoyance	XXII	

II- Under the Code of Criminal Procedure

36. Proceedings under Chapter VIII – security for keeping the peace.
37. Proceedings under Chapter VIII – security for good behaviour.

III – Under special and local laws, e.g.:

The Bengal Chaukidari Act, 1856.

The Opium Act, 1857.

The Police Act, 1861.

The Stage Carriages Act, 1861.

The Public Gambling Act, 1867.

The Press and Registration of Books Act, 1867.

The Cattle Trespass Act, 1871.

The Northern India Canal and Drainage Act, 1873.

The North-Western Provinces Village and Road Police Act, 1873.

The Opium Act, 1878.

The Indian Arms Act, 1878.

The Northern India Ferries Act, 1878.

The Hackney Carriages Act, 1879.

The Legal Practitioners Act, 1879.

The Vaccination Act, 1880.

The Indian Telegraph Act, 1885.

The Births, Deaths and Marriages Registration Act, 1886.

	<p>The Police Act, 1888.</p> <p>The Indian Railways Act, 1890.</p> <p>The Prevention of Cruelty to Animals Act, 1890.</p> <p>The Prisons Act, 1894.</p> <p>The Reformatory Schools Act, 1897.</p> <p>The Indian Stamp Act, 1899.</p> <p>The Indian Railway Board Act, 1905.</p> <p>The Explosive Substances Act, 1908.</p> <p>The Indian Registration Act, 1908.</p> <p>The Indian Electricity Act, 1910.</p> <p>The Indian Emigration Act, 1922.</p> <p>The Cantonments Act, 1924.</p> <p>The Indian Forests Act 1927.</p> <p>The Indian Press (Emergency Powers) Act, 1931.</p> <p>The Indian Air Force Act, 1932.</p> <p>The Children (Pledging of Labour) Act, 1933.</p> <p>The Factories Act, 1934.</p> <p>The Employment of Children Act, 1938.</p> <p>The Central Excises and Salt Act, 1944.</p> <p>The U.P. Water Works Act, 1891.</p> <p>The U.P. Excise Act, 1910.</p> <p>The U.P. Municipalities Act, 1916.</p> <p>The U.P. District Board Act, 1922.</p> <p>IV - Abetments of any of the abovementioned or attempts to commit them</p> <p>The list under Part III is not exhaustive; only the more important Acts are mentioned. Every offence under any special or local law which creates a substantive offence should be entered in the same registers and statements in which an offence under the Indian Penal Code is entered.</p>	
26.	<p>Rule No. 170 - The statements prescribed in the following rules, except those prescribed in rules 173 and 174, shall be prepared in the office of the District Magistrate for his own court and for all courts subordinate to him, and in the office of the District and Sessions Judge, or, in Districts where there is no District and Sessions Judge, the senior most Civil and Sessions Judge* for all Judges exercising jurisdiction in the District. For the District of Almora the statement shall be prepared by the District Judge of Kumaun and for the district of Garhwal and Tehri-Garhwal, they shall be prepared by the Civil and Sessions Judge* having jurisdiction in those districts.</p> <p>All such statements except those referred to in rule 176, shall be collected in the office of the District and Sessions Judge concerned who shall on the date fixed therefore, forward them to the High Court in accordance with the directions given in these rules.</p>	<p>In Rule 170, after the words 'exercising jurisdiction in the district', the sentence 'For the district of Almora...those districts.' are deleted.</p>

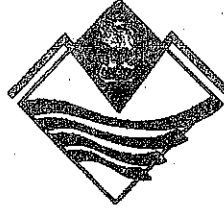
27.	<p>Rule No. 170 - The statements prescribed in the following rules, except those prescribed in rules 173 and 174, shall be prepared in the office of the District Magistrate for his own court and for all courts subordinate to him, and in the office of the District and Sessions Judge, or, in Districts where there is no District and Sessions Judge, the senior most Civil and Sessions Judge* for all Judges exercising jurisdiction in the District. For the District of Almora the statement shall be prepared by the District Judge of Kumaun and for the district of Garhwal and Tehri-Garhwal, they shall be prepared by the Civil and Sessions Judge* having jurisdiction in those districts.</p> <p>All such statements except those referred to in rule 176, shall be collected in the office of the District and Sessions Judge concerned who shall on the date fixed therefore, forward them to the High Court in accordance with the directions given in these rules.</p>	<p>In Rule 170, after the second paragraph, the following is added:</p> <p>'Quarterly and Half Yearly statements shall not be sent to the High Court and the monthly statements shall be sent as per the new formats provided by the High Court of Uttarakhand vide Circular Letter No. 06/XVII-23/D.R. (I)/ 2012 dated 16th June, 2012.'</p> <p>'The Statements, as far as possible, be prepared from the data available in the CIS Software and the National Judicial Data Grid.'</p>
28.		<p>In Appendix C, form numbers 7, 20, 21, 22, 29, 30, 31, 32, 35, 36, 38, 39, 40, 41, 42, 44 are deleted. (These form numbers relate to Register numbers)</p>

These amendments shall come into force with immediate effect.

By Order of Hon'ble the Court,

Sd/-

HIRA SINGH BONAL,
Registrar General.



सरकारी गजट, उत्तराखण्ड

उत्तराखण्ड सरकार द्वारा प्रकाशित

रुड़की, शनिवार, दिनांक 07 मार्च, 2020 ई0 (फाल्गुन 17, 1941 शक सम्वत्)

भाग 8

सूचना एवं अन्य वैयक्तिक विज्ञापन आदि

सूचना

मेरे पेनकार्ड नं0 BJLPR5692C में त्रुटि से मेरा नाम दिनेश राणा एवं पिता का नाम अतर सिंह दर्ज है। जबकि मेरा वास्तविक नाम दिनेश सिंह एवं पिता का नाम दयाराम है। भविष्य में हमें वास्तविक नाम से जाना जाये।

समस्त विधिक औपचारिकताएँ मेरे द्वारा पूर्ण कर ली गई हैं।

दिनेश सिंह पुत्र दयाराम

निवासी च्यामा काण्डोई देहरादून।

सूचना

मेरे पेनकार्ड BGAPK0506Q में मेरा नाम JASWINDER KOUR एवं पिता का नाम के स्थान पर ससुर का नाम HARBHAJAN SINGH भूलवश गलत दर्ज है। जबकि मेरा सही नाम ASHA SONI एवं पिता का नाम DHIR DAS SONI है। भविष्य में मुझे इसी नाम से जाना जाए।

समस्त विधिक औपचारिकताएँ मेरे द्वारा पूर्ण कर ली गई हैं।

ASHA SONI W/o परमजीत सिंह

निवासी भजन आश्रम ऋषिकेश।

पी0एस0यू0 (आर0ई0) 10 हिन्दी गजट/109-भाग 8-2020 (कम्प्यूटर/रीजियो)।

मुद्रक एवम् प्रकाशक-अपर निदेशक, राजकीय मुद्रणालय, उत्तराखण्ड, रुड़की।